

## Greenspace Team Supervisor

## Grade 9

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

You will supervise teams undertaking activities which focus on improving the street environment and actions to support attractive, successful communities in Kirklees. Ensuring that work is carried out in line relevant procedures and legislation and providing appropriate support and guidance will be a key part of your role, particularly given the work you and your team undertake supports environmental enforcement, prosecution and includes physical maintenance tasks or support to communities. You will support the gathering and exchange of intelligence and liaise with partners and stakeholders and co-ordinate resources to ensure effective and responsive services for planned or ad hoc works, for events or activity. You will ensure work is undertaken safely in line with expected standards and risk assessments.

This role is based within Economy, Skills & Environment (Place). Click here to find out more [●](#)  
To find out more about working for Kirklees please click [here](#)

## The Job

You will supervise teams who undertake on street front line activity to address anti-social behaviour and environmental improvement.

You will plan workloads, manage schedules, work rotas and organise resources to ensure the appropriate deployment of staff, with the resources they need to deliver effective and responsive services. You will need to oversee or secure resources as required to ensure staff; transport, materials, machinery or PPE is in place as required.

You and your team will work with internal and external partners including other Council services, the Police, businesses and with communities to share intelligence and support activities.

You will provide guidance to support enforcement of anti-social environmental behaviour, and you will be proactively involved in assessing and collating evidence to support court prosecution e.g. fixed penalties, fly tipping, and waste in gardens.

You will provide guidance to ensure activities are carried out in line with expected standards, procedures and legislative requirements.

You will need to communicate effectively with teams to support the achievement of objectives, encourage commitment and effective performance.

In conjunction with your Manager you will monitor, review, and report on performance. You will support the evaluation of operations and the development of changes to ensure that all operations undertaken are in line with Health & Safety requirement and support the achievement of expected outcomes.

## Job Checklist

- Plan workloads and work rotas to support the delivery of planned or ad-hoc works and to ensure individual or team activity is focused on required objectives.
- Work with internal and external partners to support the delivery of the service and wider council objectives to address anti-social behaviour, environmental improvement or support community cohesion.
- Undertake staff supervision and performance management processes to support effective team and individual contribution for the delivery of objectives.
- Organise and secure resources as required to ensure staff, transport, materials and machinery is in place as appropriate.
- Provide guidance to ensure compliance with legislation for environmental enforcement and maintenance work.
- Produce letters, reports and witness statements as necessary to support enforcement implementation.
- Ensure timely and accurate records are maintained by you and your team and required financial protocols are followed.
- Effectively communicate to ensure key messages are shared and expectations are understood.
- Monitor and assess practices to support the ongoing development of the service and to deliver efficiencies.
- Provide relevant management information in a timely manner.
- Please click [here](#) to see your responsibilities related to safeguarding.



## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Your experience in undertaking Streetscene activity demonstrates you understand the services involved for maintaining environments and addressing environmental anti-social behaviour. You understand the positive contribution this has to support successful, attractive communities.

You know that flexible services are needed to keep neighbourhoods attractive but understand enforcement action and community partnership work are all vital elements to addressing problems around environmental anti-social behaviour. You have working knowledge around legislation which can be applied. You've got experience of working with partners to support neighbourhood work and have shown how you can support less experienced staff and be a good role model.

You can plan work schedules but you're also good at using your judgement to make decisions around what tasks should be done when. You have experience of undertaking physical environmental maintenance physical tasks and recognise that not all work environments will be pleasant and the importance of health and safety.

You know there is an ongoing need to continue to evaluate operations to improve efficiency, reduce costs and meet expectations.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

We also expect you to promote and role model the council's Expectations of a New Council manager within the organisation.

## Person Checklist

- Proven understanding of legislation relevant to environmental enforcement to support prosecutions and to support others on the practical application.
- Knowledge of Streetscene environmental activities including operational maintenance practices, equipment and machinery.
- Experience of multi-agency/partnership working to engage, develop and deliver services to communities.
- Understands issues affecting streets and neighbourhoods and agendas to reduce anti-social behaviour.
- Able to supervise staff and undertake performance management arrangements.
- Understands Health and Safety as it relates to the role and the measures which need to be put in place to do the job safely.
- Ability to plan and monitor work plans and rotas, make variations and apply practical solutions to meet objectives.
- Numeracy and literacy skills to maintain records, analyse information and produce reports.
- Ability to use IT systems and produce management information.
- Able to communicate effectively with customers and stakeholders and present information to various audiences.
- Prepared to work flexibly and undertake work patterns which include evening and weekend work outside normal office hours.
- Holds a valid driving license and willing to under the Kirklees Driving Test.
- Physically fit to be able to undertake operational tasks including bend, lift and walk distances. Accepts medical examination or other medical screening appropriate to occupational risk will be required.
- Accepts that a DBS check will be required.

*This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the criteria in the person checklist