

GROUNDWORK GREATER MANCHESTER

CHANGING PLACES, CHANGING LIVES



Assistant Manager for Groundwork Fencing & Landscaping Job Description & Person Specification

SALARY

£27,000 - £30,000

DURATION OF THE POST

Permanent

BUSINESS UNIT

Employment & Enterprise

LOCATION

Birchcroft, Ashton under Lyne and site depots.

ACCOUNTABLE TO

Groundwork Fencing & Landscaping Manager

RESPONSIBLE FOR

Labourers, Apprentices, Work Placements

TEAM

Groundwork Fencing & Landscaping

OVERVIEW OF THE POST

The post holder will be responsible for the day to day management of a portfolio of fencing, landscaping and grounds maintenance contracts for a range of customers in the public, private and voluntary sector. A particular focus will be the day to day management of contracts with Wythenshawe Community Housing Gateway in south Manchester, including tenant liaison work, and co-ordinating training and development of Apprentices.

ROLE & MAIN PURPOSES OF THE POST

Main purposes of the post:

- Day to day management of a diverse portfolio of fencing, landscaping and grounds maintenance contracts delivered by the Groundwork Fencing and Landscaping Team and sub-contractors ensuring projects delivered on time, in budget and in line with contract specific KPIs.
- Ensure that all regulatory and internal health and safety, quality and environmental management system processes are both implemented and fully documented.
- Co-ordinate the training and development programme for trade apprentices and provide line management support and development for apprentices, labourers and people on work placements.

Key Tasks:

- To lead day to day management of individual contracts and work packages within the team including organising work schedules and site instructions; ordering and managing supply of materials, plant and equipment; undertaking ongoing monitoring of work of teams and sub-contractors to ensure compliance with all systems and processes.
- Attend meetings and provide regular updates and reports for clients concerning progress of reports and achievement of relevant KPIs, ensuring excellent client relationships are maintained at all times.
- To liaise with tenants and customers on an ongoing basis, ensuring that high standards of customer service are maintained at all times
- To assist in estimating and quantity surveying work for existing and new contracts
- To be responsible for the effective control and maintenance of all vehicles, materials, plant and equipment used by the team.
- To be responsible for effective management of main team and storage facilities, plus organising and managing all off site and temporary depot and welfare facilities.
- Producing all planning, monitoring and reporting paperwork and electronic records, including use of web-based IT systems including Zoho and PIMS, to meet requirements of Trust QEMS system and contract specific KPIs or monitoring returns
- To act as key contact for the apprenticeship training provider and support the planning and co-ordination of each apprentices programme of learning and development.
- To provide effective line management and support for Operatives, Apprentices and people on work placements.

- To support the GFL Manager in the organisation of training and development and support of the wider staff team
- To deputise for the GFL Manager during annual leave or other absence from work
- Support the GFL Manager and Sales & Marketing Manager in the development of the team's Marketing and Communications Strategy.
- Ensuring all areas of activity under your responsibility are legally compliant – with particular emphasis on health and safety and environmental standards.

PERSON SPECIFICATION

Essential experience:

- Site based project management experience within the land or construction sector
- Experience of delivering contracts to time and budget and meeting key performance indicators
- Experience of surveying, estimating labour and materials and pricing jobs
- Experience of building and maintaining a productive network of suppliers and sub-contractors within the construction or land sectors
- Client relationship management and development experience
- Extensive site based health and safety experience including production of risk assessments and method statements
- Experience of line managing and supporting staff
- Experience of liaising with tenants and / or members of the public in project delivery

Desirable experience:

- Experience of working in partnership with the social housing sector and able to demonstrate understanding of delivering contracts meeting both client and tenant expectations
- Experienced in using ICT systems in the scheduling and management of site works
- Experience of organising training and development programmes, particularly apprenticeships
- Experience of operating within comprehensive quality and environmental management systems

Essential knowledge, skills and qualifications:

- Full driving licence
- Relevant built environment, construction or land based vocational qualification
- Current health and safety qualification to minimum level 3
- Competent in use of ICT including Microsoft Word and Excel
- Strong team leadership skills
- Knowledge of relevant systems, procedures and specifications for groundworks, landscape and fencing services
- Exceptional drive with ability to motivate self and others and foster good working relationships both internally and externally
- Excellent communication skills both written and verbal and ability to communicate with a range of audiences from different backgrounds and sectors

- Excellent project management skills, including management of financial budgets, and ability to manage multiple projects at any one time
- High level of personal organisation

Desirable knowledge, skills and qualifications:

- Hold current CITB SSSTS or SMSTS accreditation.
- Hold current First aid at Work qualification
- Knowledge of apprenticeship frameworks and training programmes
- Carbon Literacy trained
- Knowledge of sustainable construction practises and approaches

Values and ethos:

- A genuine passion for Groundwork Greater Manchester's mission and values
- A commitment to the delivery of high quality services and value for money
- A commitment to the training and development of young people, including apprentices
- Commitment to an agile project/team culture of 'learning in action' to ensure the team/project learns the most it can from its work in the community and adapts accordingly
- Commitment to inclusion and team-work
- A commitment to low-carbon ways of working

ADDITIONAL FACTORS

- Able to work outside of normal office hours within a flexi time / time off in lieu system.
- Environmentally aware and sympathetic to the aims and ethos of Groundwork and other project partners.
- Undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Safeguarding, Data Protection, Health and Safety and Environment.
- This role will be subject to a basic Disclosure and Barring Service (DBS) check.

PREPARED BY:	R.Gee
PREPARED ON:	1.2.21