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| GROUNDWORK  GREATER MANCHESTER  CHANGING PLACES, CHANGING LIVES | |
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|  | **Groundworker / Green Team Leader**  **Job Description & Person Specification** |
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| **SALARY** |
| £21,346 - £26,900 (**Salary based on skills, qualifications and experience)** |

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| **DURATION OF THE POST** |
| Permanent |

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| **HOURS OF WORK** |
| 36 hours and 40 minutes per week |

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| **BUSINESS UNIT** |
| Neighbourhood Services |

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| **LOCATION** |
| Rochdale |

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| **ACCOUNTABLE TO** |
| Groundwork Land Manager |

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| **RESPONSIBLE FOR** |
| Apprentices |

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| **TEAM** |
| Land Team |

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| **OVERVIEW OF THE POST** |
| * To undertake all aspects of the Green Team programme in partnership with Rochdale Boroughwide Housing. * To provide on-site supervision and guidance for apprentices working as part of a small team of up to four apprentices. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| * Ensure the safe and efficient running of individual jobs on site, planning and prioritising required tasks and developing all risk assessments and method statements, to ensure effective and timely completion of work * Undertake the implementation of a range of landscaping tasks to properties and land pieces owned by Rochdale Boroughwide Housing. * Provide day to day supervision and allocation of tasks for the apprentices working alongside you. * To maintain good working relationships with clients’ representatives * To maintain positive relationships with tenants and other members of the public affected by works on site * Work with the external assessor to assist the team of apprentices in capturing their NVQ Level 2 work-based evidence. * To support the Land Manager and apprentices in planning and costing your projects. * To be responsible for ordering materials and equipment as ordered prior to signing delivery notes and storing appropriately * To undertake routine maintenance of your vehicle, tools and equipment, completing all relevant log sheets and to work. To ensure that security protocols are followed to ensure that tools and equipment are stored securely and safely at all times when not in use. * Work with the Land Team to ensure the Hamer Vale depot is tidy and well organised. * To ensure that all activities are carried out in compliance with all statutory health and safety requirements, our Health and Safety Policy and that of our clients and stakeholders. * To wear correct PPE for all tasks and to ensure colleagues are equally protected. * Any other duties that may reasonably be requested by the Land Manager. * Provide day to day team management and support to apprentices, including participating in 1-2-1 meetings/personal development reviews and the application of company policies and procedures. * Adhere to all our accredited Environmental and Quality Management Systems, undertaking responsibilities at the level appropriate to the role. * Undertake training relevant to the post and to personal development including developing and applying knowledge of sustainable construction practises |

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| **PERSON SPECIFICATION** |
| **Essential experience:**   * Experience of supervising people on site. * Experienced in a broad spectrum of hard and soft landscaping. * Sound knowledge and experience of site-based health and safety management. * Experienced in using and maintaining a wide range of tools and equipment.   **Desirable experience:**   * Experience of driving with trailer * Experience of provided training to apprentices or other learners in Horticultural Landscaping or similar. * Experience in organising method statements/work detail on site.   **Essential knowledge, skills and qualifications**:   * Full driving licence. * Current CSCS card or willingness to achieve in first 1-3 months. * Abrasive wheel use and manual handling trained. * Excellent verbal communication skills. * Good time management and personal organisation skills, able to work to agreed deadlines. * Good record keeping skills. * Good team player and able to create an inclusive team environment. * Good at problem solving.   **Desirable knowledge, skills and qualifications:**   * First Aid at work * Educated to ‘O’ Level / GCSE or equivalent * Demonstrate excellent organisational skills so that all time is productive on site * Excel at all aspects of the job, in particular a demonstrated ability to deliver all work ahead of schedule without any snags or revisits * Cat and Genny Trained * Plant tickets e.g. excavator. * I.T. related skills; an ability to use the computer- Microsoft Word, excel; email.   **Values and ethos:**   * A commitment to providing excellent service for customers * A positive approach to supporting people new to the workplace, including young adults and apprentices * A commitment to prioritising health and safety * A commitment to getting work right first time and ensuring continuous improvement in quality of work * A positive attitude towards equality and diversity * Able to work flexible hours if required * Show a commitment to the aims, objectives, mission and vision of Groundwork * A commitment to delivering work in line with sustainable construction practices |

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| **ADDITIONAL FACTORS** |
| * Willingness to participate in training and development * This post will be subject to a basic DBS check |

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| **PREPARED BY:** | Adam Holt |
| **PREPARED ON:** | June 2022 |