



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Place
Post Title	Park Maintenance Team Leader
Post Number	TBC
Accountable to	Parks Team Manager
Leadership responsibility for	Direct Reports - Matrix management for 7 staff Responsible for leadership of the East Parks/Adur Homes
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role does not fall within the Blended Working Policy
Last updated	19th March 2025

Job Description - Principal purpose of job (role summary)

To support and advise the Parks Team Manager and colleagues in the Parks Maintenance team in the day to day delivery and supervision of grounds Parks maintenance work . Carrying out high quality horticultural and Grounds Maintenance work on a variety of sites as part of a mobile team across the District & Borough.
To assist and support in ensuring this work is carried out in an efficient and productive manner and that the required standards and compliance with Health & Safety legislation are met.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

You will be responsible for developing effective multi disciplinary teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

Main duties, tasks and responsibilities of post holder

Leadership responsibilities
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option

Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development
Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes
Provide an excellent employee lifecycle experience, including onboarding, quality conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.
Promote the service and Councils positively at all times

Role specific Duties and responsibilities
Assist and support the Parks Team Manager by taking daily charge of some elements of the daily workload by coordinating and supporting day to day activities including supervision and direction of staff.
Communicating effectively with the Parks Team Manager on day to day activities and liaising between the Parks Team Manager and other members of the team.
Allocating and overseeing parts of the daily workload as directed by the Parks Team Manager, supporting the team in achieving tasks set within the limits of any guidance or instructions issued by the Parks Team Manager.
Support the Parks Team Manager ensuring team members comply with risk assessments and safe systems of work, COSHH assessments, Drivers Handbook and H&SAWA and any other agreed procedures or rules/regulations.
Support the Parks Team Manager by supporting team members to complete all records as required by the Council including work programme sheets, vehicle sheets, Health & Safety monitoring sheets, machinery inspection sheets.
Ensure that all work is carried out with due regard to the team members and the public in general.
Support the Parks Team Manager in promoting a good team spirit between staff with particular consideration to the needs of newly recruited employees.
Assist the Parks Team Manager in the training of new employees and development of the wider team.
Support the Parks Team Manager to ensure all team members wear, regularly inspect and maintain all personal protective equipment issued by the Council to ensure it is always fit for purpose.
Work alongside the Maintenance team and provide support and knowledge and assist them in carrying out tasks as instructed by the Parks Team Manager or other managers within the Parks and Foreshore Department.
Carry out general Grounds Maintenance tasks on contracts, Park, Open Spaces, Allotments, Cemeteries including grass mowing on general amenity areas including maintenance of shrubs and hedges, sweeping, litter collection & premises cleaning as instructed.
Operate and carry out minor running repairs on site, altering settings, refuelling, and

replacing strimmer cord.
Carry out horticultural maintenance works to flower beds, shrub beds and hedges as instructed.
Carry out Grounds Maintenance works to sports pitches including fine turf sports lawns as instructed.
Operate all mowing and other equipment associated with Grounds Maintenance (including hired plant) in a manner which ensures the safety of the operator, other colleagues, members of the public and animals.
Carry out all daily and periodic machine checks prior to first use ensuring equipment is safe to operate and fit for use as required and recorded accordingly.
Report all mechanical defects and maintenance requirements in a timely manner to the Parks Team Manager.
Observe all relevant risk assessments associated with the task and inform the Parks Team Manager of any problems as soon as they become apparent.
Ensure vehicles and equipment which you use are maintained in a clean and tidy state at all times.
Observe all manufacturer's instructions, risk and COSHH assessments and exclusion information including signage when using chemicals. Complete relevant usage sheets after such materials are used.
Ensure that any site being worked upon is secure during work and also when the site is vacated.
Any other duties commensurate with the post.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular those relating to Customer Care and Equal Opportunities.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
Manager Competencies	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p> <p>Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively</p>

	Essential	Desirable
Qualifications	<p>GCSE maths and English grade C or above (or equivalent qualification) Full current driving licence with B entitlement</p> <p>PA1 & PA6A spraying certificate</p> <p>Proven working knowledge of health and safety at work in grounds maintenance environment and in public spaces</p>	<p>Full current driving licence with B+E entitlement</p> <p>First Aider at Work Qualified</p> <p>Work towards achieving First aid at work qualification</p> <p>Willing to gain recognised qualification in health and safety at work including NEBOSH</p>
Knowledge	<p>Working knowledge of health and safety at work.</p> <p>Operation and maintenance of grounds maintenance machinery including ride on mowers.</p>	<p>Health and Safety COSHH training</p>
Experience	<p>Experience of operating in a grounds maintenance environment.</p>	<p>Supervisory experience in leading and managing a small team engaged on Grounds Maintenance activities.</p>
Communication	<p>Able to communicate effectively with Team Leaders and other team members and the General public.</p>	
Relationship Building		
Analytical	<p>Excellent level of attention to detail in order to carry out machinery checks and inspections.</p> <p>Able to follow instructions.</p> <p>Awareness of Health and Safety, both personal and third party.</p>	
Planning/ Organising	<p>Able to work effectively and efficiently under own initiative.</p>	

Other requirements	<p>Competent in the use of Smartphone and email systems.</p> <p>Competence and a good working knowledge of all aspects of health and safety at work including knowledge of relevant legislation e.g. COSHH, H&SWA, Risk Assessments.</p> <p>Demonstrable experience and competence in carrying out health & safety inspections of grounds maintenance machinery and equipment.</p> <p>Must be able to work within a physical role which will include lifting heavy items, being on your feet and carrying out physical tasks throughout the whole day.</p> <p>Must be able to access sites in all weathers.</p> <p>Outside, all weathers can be dirty and dusty.</p> <p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction (if applicable)</p> <p>Ability to work with complexity and ambiguity</p> <p>Able to travel within the Adur and Worthing Districts</p>	
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Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	