



MONK HESLEDEN PARISH COUNCIL

CANDIDATE PACK

Post: Grounds Maintenance Operative

Closing Date: Wednesday 3rd November 2021 at 12 noon

Introduction to Monk Hesleden Parish

Monk Hesleden Parish Council was established in December 1894, it serves the villages of Blackhall Colliery, Blackhall Rocks, Crimdon, Hesleden, High Hesleden & Monk Hesleden. It has 15 Councillors who are elected every four years.

The Parish Council's aims and values are set out in the following Mission Statement:

'To promote Monk Hesleden Parish as a great place to live and visit.'

The Parish Council aims to:

- be transparent
- be informative on all community matters and by all appropriate means
- be proactive with agreed short- and longer-term goals
- understand the needs of residents, and seek to address these through the powers and resources available
- give value for money for the services and facilities provided
- seek external funding wherever possible to extend the scope of its activities in the interest of the community and community assets
- preserve open spaces for the enjoyment of all
- encourage the preservation, promotion, and conservation of the natural environment
- encourage all to participate in activities beneficial to the community.

The Parish Council office is located at Blackhall Resource Centre, 68 Middle Street, Blackhall Colliery and currently employs a part time Parish Clerk and part time Admin Assistant. Our Grounds Maintenance Team are based at Blackhall Welfare.

We are a burial authority with responsibility for Blackhall & Hesleden cemeteries.

Grounds Maintenance Information

The Grounds Maintenance Team provides a range of skilled services to the Council covering the management and maintenance of cemeteries, Blackhall Welfare Park, sports pitches, open spaces, wildflowers, planters, pit wheel, play areas, buildings, street furniture, community events including installation of Christmas Trees.

The Grounds Maintenance Team maintain and conduct burial services at Blackhall & Hesleden cemeteries.

Our aim is to deliver services in a cost effective, efficient, and timely manner.

**Full Time temporary- Grounds Maintenance Operative
November 2021 – April 2022**

Hourly rate £9.84

Salary £18,933

Salary point 4 (Currently subject to NJC pay negotiations)

Annualised hours are:

Summer working hours

Monday to Thursday 8.30am until 5pm ½ hour lunch

Friday 8.30am until 4pm ½ lunch

Winter working

Monday to Thursday 8.30am until 4.30am ½ hour lunch

Friday 8.30am until 4pm ½ hour lunch

Post will involve multiple aspects of grounds maintenance including open spaces, parks, and cemeteries. Operation will include use of handheld and ride on machinery.

Candidate will have experience and associated qualifications in grounds maintenance
Full driving licence required. No CV's.

Application forms can be obtained by telephoning 0191 5184900, e-mailing
clerk@monkhesleden-pc.gov.uk or from the Council's website
www.monkhesleden-pc.gov.uk

Closing Date: 3rd November 2021 at 12 noon **Short listing:** 4th November 2021

Interviews: 10th November 2021

If you have any queries on any aspect of the appointment process, or require additional information or merely wish to have an informal and confidential discussion, please contact clerk@monkhesleden-pc.gov.uk

Recruitment Policy and Procedure

An advert will be drafted giving consideration to the person required and the qualification and experience needs to fulfil the post.

Adverts will be placed: -
on our web site
in our noticeboards
Job Centre Plus

and any other appropriate location

A Candidate Pack, which includes the application form, job description, person specification, equal opportunities questionnaire and information on the specific service will be sent to each applicant.

A closing date will be set within two weeks after the advert has been published.

Short listing will take place within one week after the closing date.

This will be done by: -

Discarding all applicants who do not meet the essential criteria as stated in the person specification.

Consider how well the remaining applicants meet the desirable criteria.
And then rank each candidate in priority order or scoring order.

Interviews will be held within one week after the short listing.

A practical session may form part of the interview and will be arranged before the formal interview takes place. Interviews will be conducted by Officers, and occasionally Members depending on the grade and each applicant's knowledge will be tested using the interview questionnaire and appropriate scoring system.

The position will be offered to the successful candidate subject to the receipt of satisfactory references, a satisfactory medical report and proof of qualifications (no photocopies accepted).

The Council is registered with the North East Regional Employers Organisation, who will carry out the DBS checks for the successful candidate if applicable.

No disclosures from any other bodies will be accepted.

The successful applicant will only be allowed to start work after the receipt of this information unless they are undergoing training or shadowing another member of staff.

Each successful applicant will then undertake the Council's Induction Programme, which includes tasks, training, policies, and procedures etc.,

It is the responsibility of Monk Hesleden Parish Council to undertake the DBS check and not the individual.

Guidance Notes for Completion of the Application Form

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful.

Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in black ink. This helps us with photocopying.

In the interests of economy, receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope or an e-mail address.

If you have not been contacted regarding your application within three weeks of the stated closing date, please assume that it has been unsuccessful.

Please check the cost of postage as some applications weigh more than the usual first- or second-class postage prices.

Applications should be sent to:

Monk Hesleden Parish Council
Blackhall Resource Centre
68 Middle Street
Blackhall Colliery
Hartlepool
Co Durham
TS27 4EA

Applications can be e-mailed to clerk@monkhesleden-pc.gov.uk , forms can be signed at the interview.

Recruitment Timetable

The selection process will involve an interview which will take place at the Resource Centre, short listed applicants will be notified by letter.

The timetable is as follows:

Closing Date: Wednesday 3rd November 2021 at noon

Short listing: Thursday 4th November 2021

Interviews: Wednesday 10th November 2021

When we are recruiting our new employees, we use the following documents:

Job Description/Person Specification/Application Form

A description of each document is set out on the following page.

Job Description

This provides you with full details of the post and sets out the post name, grade, hours and the main responsibilities and duties of the job.

Person Specification

This is the most important document which explains exactly what we are looking for from the ideal candidate for the job.

It explains to your knowledge and experience, qualifications and training, skills, and personal attributes that we feel are required to enable you to do the job effectively.

We call these 'criteria' and use these to short list candidates for interview.

'Essential' criteria are those which you must have to successfully carry out the responsibilities of the job. You should ensure that you meet most of the essential criteria for the job if you wish to be shortlisted for interview.

'Desirable' criteria are those additional requirements which may also be used if too many forms are received which meet the 'essential' criteria.

You should ensure that in completing your application form, that you clearly demonstrate how you meet these specific criteria.

Application Form

It is always a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the person specification criteria before you fill in the form.

Please give all the information you think we may need, as we cannot guess or assume anything about you.

Current or Most Recent Employment

Please give details of your current or most recent employer first including the name and address, post held, date appointed, salary, notice period, and, if you have already left the employment the date and reason for leaving.

Duties and Responsibilities

Please provide a full list of your main duties and responsibilities in your current or most recent employment. Try to demonstrate how your duties and responsibilities are relevant to the job description for the post for which you are applying.

Previous Employment

Please provide details of your previous employers, listing the most recent first including name and address, the position held, salary, dates from and-to-and reason for leaving.

Supporting Information and Experience

Please provide details of any supporting information that you think may be relevant to the job you are applying for, and how you meet the requirements of the person specification.

You will need to provide enough information so that we can assess whether you would successfully meet the requirements of the job.

Education and Qualifications (Secondary and Further Education)

Please provide full details of your education at secondary school level i.e. GCSE and A Levels, and during further education e.g. HND's, Degrees providing details of the school, college or university, subjects studied, the qualification and the grade achieved.

Be as comprehensive as possible.

The advertisement and person specification will indicate if a qualification is essential for the role.

All offers of employment are subject to proof of relevant professional qualifications and membership documents of any professional bodies. You may have gained further relevant knowledge, skills and abilities from other training opportunities, ensure that you make reference to this.

Further Training or Development

Please provide details of any further training or development that you have undertaken at work or outside of work, for example, computer related training, management training etc.

Sickness Absence and Other Information

Please provide details of any sickness absence during the last two years, including details of days and periods of sickness, as well as details of your doctor.

Please note that your sickness record will be verified via your references and that the successful applicant may be required to undertake a medical examination (at the Council's expense) and any job offer will be subject to receipt of a satisfactory medical report.

You must also confirm if you know anyone at the Parish Council.

Personal Details

It is very important that you complete this section fully and provide contact numbers and an email address if available.

References

Please ensure that you provide details of two referees with which we can confirm the information given with your application, as well as providing us with information relating to absence, disciplinary record and suitability for the position applied for.

One of the references must be from your present or most recent employer and, if you are a recent school leaver, one should be from the Head Teacher of your last school.

References will be sought for the successful candidate after the job offer has been made.

Equal Opportunities

Please also complete and return the Equal Opportunities Monitoring Form.

This enables Monk Hesleden Parish Council to follow the recommendations of the Equality Act 2010, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved.

The information on the form will be treated as confidential and used for statistical purposes only.

The form will not be treated as part of your application.

If You Have a Disability

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in filling in the application form or need information in a different format (for example large print), please let us know. If you have a disability, we will offer you an interview as long as you meet the essential requirements of the job.

'Disability' can be defined as follows:

'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities.'

Data Protection

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTION ACT 1998 the data will be treated in a secure and confidential manner and not kept for longer than necessary.

MONK HESLEDEN PARISH COUNCIL

JOB DESCRIPTION

Job Description	Grounds Maintenance Operative
Section:	Grounds Maintenance Team
Grade:	Salary point 4
Responsible to:	Parks & Facilities Manager

Job Purpose

The post holder will provide the necessary skills required to undertake grounds maintenance and associated duties in an efficient and effective manner under the direction of the Parks & Facilities Manager, to all areas under the ownership or management of Monk Hesleden Parish Council.

DUTIES AND RESPONSIBILITIES

- To use a range of grass cutting machinery, hand and powered hand tools, small tractors and tractor mounted implements.
- To undertake appropriate checks on vehicles, plant and equipment, routine maintenance and cleaning.
- To undertake general maintenance to areas assigned to the post holder including:
 - a. Grass cutting
 - b. Hedge trimming
 - c. Clearing leaves and litter
 - d. Planting and maintenance of flower and shrub beds
 - e. Cleaning and maintenance of buildings
 - f. Tree planting, pruning and routine maintenance
- To prepare, mark out and repair games pitches and associated equipment.
- To provide a burial service using appropriate tools and equipment at times prescribed by the Cemetery Officer.
- To undertake general soft and hard landscaping works as required.
- To assist in setting up/preparation of areas for special events and assist as a steward as required.

Health and Safety

- To be responsible for personal safety and to ensure the health and safety of other employees and the general public by adhering to agreed codes of practice and working procedure.
- To record all aspects of health and safety as set out in codes of practice and procedures.

Equipment

- To be responsible for equipment associated with role and activities.

Others

- To help ensure the continuous improvement of Grounds Maintenance Team employees and to take a full part in the appraisal system as an appraisee.
- To undertake any training or personal development that may be required.
- To be flexible in the approach to duties of the post and to undertake such other work as may be required by the Council and which is commensurate with the duties and responsibilities of the post.

Signed and Date:

Grounds Maintenance Operative

Person Specification

EXPERIENCE	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience in the amenity horticulture industry and in particular the type of tasks detailed in the job description.	✓		Application form Certificates Interview
Experienced in the operation and routine daily maintenance of vehicles, grounds maintenance machinery including rid-on-mowers, pedestrian mowers, strimmers and hedgecutters.	✓		
Experience of driving tractors with tractor mounted equipment and the ability to operate light plant, e.g. mini excavators.		✓	
Experience of applying pesticides		✓	
QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Diploma in Horticulture/NVQ 2 in amenity horticulture or equivalent	✓		
Full, clean driving licence		✓	
NPTC PA1 and PA6 spraying certificates		✓	

SKILLS AND KNOWLEDGE	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Good knowledge of grounds maintenance/amenity horticultural operations and associated works.	✓		Application form Interview References
Competent in the use of grounds maintenance equipment.	✓		
Basic knowledge of seasonal bedding plant types, shrubs and trees.		✓	
Knowledge of health and safety requirements with regard to grounds maintenance machinery and operations.	✓		
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Enthusiastic.	✓		Interview References
Ability to work in a team situation.	✓		
Ability to work independently.	✓		
Ability to communicate with work colleagues and members of the public.	✓		
Flexible, pro-active approach to work.	✓		