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| Job description |  |

**Open Spaces Supervisor – Open Spaces - GYS Ltd**

**Reports to** Open Spaces Managers

**Responsible for – Directly:** 20+ members of staff

**Working environment** Salary: £28,141pa. – 37 hours per week

**Purpose of role**

The Open Spaces Supervisor for the open spaces department will be responsible for staff supervision and carrying out a wide range of horticultural and grounds maintenance work to the required standards at parks, fine turf facilities, sports fields, open spaces, cemeteries and other landscaped areas.

To ensure the safe, efficient, and economical completion of works.

This includes the completion of paperwork and admin tasks to ensure a well-run department.

To provide weekend supervisory duties on a 1 in 3 basis assisting with Sports and leisure functions where required.

**Key result areas**

The open spaces Supervisor reports directly to the Open Space Manager, Assistant Managers and work in the following activities;

* **Open Spaces**
* **Leisure Facilities (Property Services)**
* **HRA Areas**
* **Stock Management**
* **Vehicle and Equipment Management**

**Corporate Responsibilities**

* Undertake the day-to-day control and co-ordination of the predetermined workload of the post-holder’s teams.
* Absence management documentation accurately and effectively recorded including reporting of absence and completion of Return to Work meetings.
* Ensure the satisfactory and timely completion of predetermined grounds maintenance programs within the post-holder’s responsibility.
* Day to day management of resources, tools, equipment, materials, transport, and machinery required by their team to complete the works duties.
* Conduct a minimum of five crew/operational performance checks weekly.
* Supervise operatives in the area responsibility.
* Aid and cover open spaces Assistant Managers in the planning, organisation, and supervision of the ground’s maintenance workforce during periods of absence.
* Effectively and efficiently deploy and motivate all staff in the post-holder’s team to always ensure maximum productivity.
* Assist in the implementation of holiday management within the post-holder’s team ensuring that peak workload requirements are addressed.
* Identify training needs in the area of responsibility and advise the line manager accordingly.
* Where appropriate provide training and instruction in the area of responsibility.
* Effectively enforce the disciplinary requirements of the operatives in their team with regards to timekeeping, unnecessary and unauthorized travel, productivity and the misuse or unauthorized handling of machinery, tools, equipment, fuel etc. the timely delivery and the correct recording of information on time sheets, work sheets etc.
* Assist in the investigation of customer complaints.
* Supervise the safe use of pesticides and fertilizers.
* Knowledge of MS word, MS excel & outlook.

**Management Information**

* **The above may change subject to consultation with the post holder.**
* **This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Other Duties**

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by their line manager.

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| * **Person Specification** | | | |
| * **Category** | * **Requirement** | * **Essential or Desirable** | * **Assessment method** * **Application Form (AF)** * **Interview (I) Test (T)** |
| * **Experience/**   **Knowledge** | * NPTC in relevant use of horticultural tractor equipment or relevant experience. * NPTC (pesticides) Sprayer Certificate (PA1/PA6) * Knowledge of how to operate a tractor and its implements, ride on mowers and understanding of requirements for a wide range of machinery and operations for all weather conditions, growing and soil conditions. * Level 3 Winter Pitches (Advanced turf culture) or equivalent qualification / Experience * Level 3 Diploma in work-based Horticulture (Sports turf green keeper) or equivalent qualification or experience * Knowledge of MS word, MS excel & outlook or other IT system | * Essential * Essential * Essential * Essential * Essential * Essential | * AF/I * AF/I * AF/I * AF/I * AF/I * AF/I |
| * **Qualifications** | * Full driving license * Any acceptable NPTC qualifications | * Essential * Desirable | * AF/I * AF/I |
| * **Competencies** | * Able to work alone or as part of a team. * Ability to accurately carry out verbal and written instruction. * Ability to follow Health and Safety instructions. | * Essential * Essential * Essential | * AF/I * AF/I * AF/I |
| * **Personal Qualities and Attributes** | * Self-awareness. * Openness, honesty, and integrity. * Personal resilience. * Ability to work under pressure. * Fairness and consistency. * Capable of carrying out Manual Handling tasks associated with the post. | * Essential * Essential * Essential * Essential * Essential * Essential | * AF/I * AF/I * AF/I * AF/I * AF/I * AF/I |
| * **Behaviours:** | * Effective communication. * Working together. * Taking personal responsibility. * Putting Great Yarmouth first. * Respecting others. * People focused. * Embracing change. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential | * I * I * AF/I * AF/I * AF/I * AF/I * AF/I |