

JOB DESCRIPTION

JOB TITLE:	Horticulture and Landscape Construction Apprentice
DIRECTORATE:	Community Health and Wellbeing
JOB EVALUATION NUMBER:	
BAND:	Apprenticeship
RESPONSIBLE TO:	Bereavement Services Officer
RESPONSIBLE FOR:	n/a
MAIN PURPOSE OF POST:	Landscape and Gardening within Bereavement Services to maintain gardens and burial sites to the required standards

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Comply with health and safety legislation, industry guidance and organisational policies.
2.	Carry out operations to minimise the adverse environmental impact (including pollution control) in line with legislation, industry guidance and organisational policies.
3.	Operate or use tools equipment and machinery.
4.	Process waste from horticultural activities
5.	Record keeping including digital records and written.
6.	Communicate with supervisor, colleagues, public and others.
7.	Comply with biosecurity and invasive species legislation, industry guidance and organisational policies.
8.	Maintain plant health including pests, pathogens and disorders.
9.	Prepare site for planting, carry out planting and provide appropriate care to plants during and immediately after planting.
10.	Control vegetation including site clearance, weed management, pruning and basic turf management.
11.	Install soft landscape materials for example shrubs, trees, turf and seeds.
12.	Maintain hard surfaces, features or structures.
13.	Works to support the business and wider teams.

14.	Prepare site for landscape construction activities including measuring and setting out site.
15.	Maintain, assess and clean hard surfaces for example paths, decking.
16.	Produce plants through propagation
17.	Manage ornamental turf
18.	Establish and maintain soft landscape elements (for example, herbaceous perennials and annual displays).
19.	All general grounds maintenance tasks including mowing, strimming, weeding, litter picking, leaf removal and clearance etc.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Horticulture and Landscape Construction Apprentice
DIRECTORATE:	Community Health and Wellbeing
JOB EVALUATION NUMBER:	
DATE:	September 2023

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
An ability to work outdoors in all seasons	Application Form and Interview
An ability to work well as part of a team	Application Form and Interview
Reasonable communication skills	Application Form and Interview
Time management skills	Application Form and Interview
An ability to work alone	Application Form and Interview

Desirable

Desirable knowledge, skills, and abilities	Assessment method
A basic understanding of grounds maintenance	Application Form and Interview
A basic understanding of tools and equipment	

Ability to make basic use of ICT	Application Form and Interview
A basic understanding of Health and Safety in the workplace	Apprenticeship Form and Interview

EXPERIENCE

Desirable

Essential experience	Assessment method
Experience of working as part of a team when required	Application Form and Interview
Experience of working alone when required	Application Form and Interview
Experience of working outdoors	Application Form and Interview
Experience of gardening, landscaping or grounds maintenance	Application Form and Interview

QUALIFICATIONS

Desirable

Desirable qualifications	Assessment method
4 GCSE's at Grade 2+ including Maths and English	Application Form

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
Physically fit and able to carry out manual tasks	Application Form and Interview
A can do approach and willingness to learning and tasks set by supervisor	Application Form and Interview

To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: BEGINNER

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: BEGINNER

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: BEGINNER

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level: BEGINNER

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level: BEGINNER

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level: BEGINNER

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level: BEGINNER

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level: BEGINNER

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level: BEGINNER

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.