

JOB DESCRIPTION

JOB TITLE:	Assistant Environmental Services Officer	JE NUMBER: A13026
DIRECTORATE:	Leisure Culture and Community Wellbeing - Environmental services	BAND: 4
RESPONSIBLE TO:	Team Leader	
RESPONSIBLE FOR:	NA	
MAIN PURPOSE OF POST:	<p>To assist in the maintenance and cleaning of parks, playing fields, landscaped areas, open spaces, verges, footpaths, bus shelters and the public highway.</p> <p>To carry out physical improvements to areas across the borough.</p> <p>To make a proactive and positive contribution to the overall development, commercialisation and reputation of the service.</p>	

DUTIES AND RESPONSIBILITIES:

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

1.	To assist in grounds maintenance, horticultural, estate maintenance and site/street cleansing.
2.	Use of appropriate tools including powered hand tools, light plant and similar plant and machinery.
3.	To undertake works in compliance with health, safety, quality and environmental standards as required
4.	To assist in carrying out special projects to achieve service and commercial objectives
5.	To assist in the maintenance and cleanliness of sites and facilities
6.	Driving of vehicles as required with or without trailer.
7.	To identify areas of work, to assist in the maintenance of the area or to report back to the team leader for larger work to be programmed
8.	Create a positive team environment and ensure other are treated fairly
9.	Works with other teams and shares best practice across the service and the Council
10.	Carry out any other duties appropriate to the grading of the post

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

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 that 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:	Assistant Environmental Services officer	JE NUMBER:	A13026
DIRECTORATE:	Leisure, Culture and Community Wellbeing - Environmental Services	DATE:	May 2022

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Practical skills in one or more of following subjects- Street cleaning, litter picking, amenity horticulture, grounds/estate maintenance.	Application Form
•	Ability to work on own initiative and work effectively as part of a team.	Application Form
•	A working knowledge of, and the ability to use and maintain machinery and light plant.	Application Form
•	The ability to actively and positively engage with service users, partners and colleagues.	interview
•	Ability to undertake tasks that require sustained physical activity.	Application Form
•	The ability to deal effectively with anti-social behaviour and encourage safe and appropriate use of facilities.	interview
•	The ability to positively contribute to task planning.	interview
•	Ability to communicate in an effective manner	interview
•	Understanding of responsibilities under the health and safety at work act.	interview
•	Ability to acquire and apply new skills and knowledge through work experience and formal training.	interview
Desirable		

•	Basic knowledge of law relating to grounds maintenance and street cleansing.	
EXPERIENCE		
Essential		
•	Able to demonstrate experience in working in a similar area	
Desirable		
•	Previous experience working for a local authority	
QUALIFICATIONS		
Essential		
•	Full UK Driving Licence	
Desirable		
•	Hold, or willing to obtain, a basic First Aid at Work qualification	
•	B+E Trailer towing licence or pre-97 exemption.	
OTHER REQUIREMENTS		
Essential		
•	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	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.	Interview
Level: 1		

Changing and Improving	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.	Interview
Level: 1		
Making Effective Decisions	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.	Interview
Level: 1		
Leading & Communicating	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.	Interview
Level: 1		
Collaborating and Partnering	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.	Interview
Level: 1		
Developing self and others	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.	Interview
Level: 1		
Delivering Value for Money	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.	Interview
Level: 1		
Managing a Quality Service	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,	Interview
Level: 1		

	<p>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.</p>	
<p>Delivering at Pace</p>	<p>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</p>	<p>Interview</p>
<p>Level: 1</p>		