

## PERSON SPECIFICATION

### T242 – GROUND MAINTENANCE AND ARBORICULTURAL MANAGER

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Staff management skill including; - Communication - Motivation - Discipline	E	1,3
Personal Skills	Conflict Resolution skills	E	1,3
Personal Skills	Ability to work as part of a team	E	1,3
Personal Skills	Ability to work on own initiative (including sole decision making, in for example, an out of hours situation)	E	1,3
Personal Skills	Literate	E	1,3
Personal Skills	Numerate	E	1,2
Personal Skills	Attention to detail	E	1,3
Personal Skills	IT literate, including; - Excel - Word - Email/Internet Access	E	1,2
Experience	Substantial experience of grounds maintenance arboriculture, burial and small construction works, including direct responsibility for managing and controlling direct labour, contractors and costs.	E	1,3
Experience	Experience of representing a section/employer at internal/external meetings.	E	1,3
Experience	Practical experience of the pro-active management of site and industry health and safety.	E	1,3
Experience	Experience of producing tenders and completing tenders and quotations for internal and external works	E	1,3
Attainments/ Qualifications	An appropriate technical qualification to HND level or beyond in the Grounds Maintenance and Arboriculture field.	E	1,4
Attainments/ Qualifications	Appropriate qualification in Supervisory or Management. NEBS, CMS.	E	1,4
Attainments/ Qualifications	Pa1/Pa6 Pesticides Certificate.	E	1,4
Knowledge	Good understanding of wider grounds maintenance, arboricultural and cemetery issues.	E	1,3
Knowledge	Awareness of relevant legislation and national standards relating to grounds maintenance, arboriculture and cemetery works and their safety.	E	1,3
Knowledge	Ability lead and manage the delivery of competitive, high quality front-line services	E	1,3
Knowledge	Ability to enthusiastically implement new approaches to service delivery	D	1,3

<b>Specification Type</b>	<b>Additional/changed requirements</b>	<b>E/D</b>	<b>Measure</b>
Special Requirements	Ability to visit and inspect grounds maintenance, arboricultural and cemetery sites, including rough terrain	E	1,3
Special Requirements	Willingness to work outside of normal working hours, respond to emergency call out attend storm damaged and incident, sites in all weathers	E	1,3
Special Requirements	Willingness to assist in the management of the wider Grounds Maintenance service	E	1,3

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]