



ROLE PROFILE

Post Title:	Grounds Maintenance Operative	
Grade:	LC 4	JE: 1287
Location:	Lancashire Constabulary Headquarters	
Responsible to:	Grounds Maintenance Supervisor	

Job Purpose:

Responsible for the up-keep and maintenance of the soft and hard landscaping on the Constabulary's sites. Carry out salt/gritting during the winter period to the Headquarters and associated site when conditions require.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Carry out all aspects of soft and hard landscape maintenance across the Constabulary's estate to ensure they are presented to a presentable standard.
- To safely operate and maintain a wide range of horticultural equipment, including but not limited to mowers, hedge cutters, leaf blowers and sundry hand tools.
- To undertake routine safety and maintenance checks of all issued plant and equipment, in line with the training provided, and to report any defects promptly.
- To carry out low level tree maintenance, such as dead wooding, branch pruning and fallen branch removal.
- Undertake the gritting and snow clearance of external areas in order to maintain clear access to buildings and facilities, in accordance with the Constabulary's policy.
- To ensure all means of egress/fire escapes from buildings are kept clear of algae and moss.
- Carry out guttering clearing on low level building on the Headquarters estate.
- Participate in a green waste management procedure for the Constabulary.
- To maintain and control a small stock of consumables required to undertake day to day activities in accordance with the relevant H&S legislation.
- Carry out periodic visits to sites to carry out any jobs that arise, which require specialist landscaping to be undertaken.
- Ensure Health and Safety standards and procedures are followed.

- Willingness to work outdoors all year round in inclement weather, sometimes in extreme conditions. To support the Maintenance Team as directed.
- Work with customers and colleagues to ensure delivery of effective communication and management of expectations. Adopting a customer focussed approach.
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager.
- To undertake other duties and additional responsibilities which are consistent with the nature, responsibilities and grading as and when required.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	2	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
We are innovative and open minded	2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification

Essential	Desirable	To be identified by
Possess, or be willing to work towards within a period of 2 years, a relevant Level 3 qualification in horticulture (e.g. Diploma, HNC)	Relevant Health and Safety qualifications (IOSH, NEBOSH etc.)	Application Form / Interview
Knowledge / Experience		
Knowledge and competence within a horticultural environment or willingness to undertake training		Application Form / Interview
Experience of carrying out general soft and hard landscaping maintenance		Application Form / Interview
Experience of working under own initiative, investigating problems, developing solutions and taking appropriate timely actions to resolve them		Application Form / Interview
The ability to effectively plan, organise and prioritise workloads to meet timescales	Managing Gritting and snow clearance on numerous sites across a regional basis	Application Form / Interview
Demonstrate Self-Motivation and work as part of a team to deliver a quality service		Interview
Knowledge of trees, shrubs and plants and to maintain them to the species specific requirement	Working knowledge of GDPR	Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others		Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
PPE will be worn		Interview

Demonstrate a flexible approach to working practices. Hours and locations.		Interview
Be physically fit and able to undertake the duties of the role, including manual handling.		Interview
Full valid driving licence		Application Form
The ability and willingness to travel on Constabulary business, as required.		Application Form / Interview

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: April 2019