



Job Title:	Landscapes Officer
Grade:	Grade 5
Section:	Neighbourhoods (Community Safety)
Reports to:	Arboricultural Team Leader
Responsible for:	None

The Job

Is to:

- carry out a multi- skilled approach to environmental maintenance and improvement in order to ensure that all WDH estates are kept in a safe, clean and tidy condition through a wide range of operations involving the use of hand tools, powered tools and light plant as necessary;
- work closely with all WDH area estate management to develop estate based work programs and landscape initiatives as appropriate and in consultation with tenant / resident groups; and to maintain the diverse stock of WDH trees; and
- respond to emergency situations on WDH estates including out of office hours work as required and to provide standby/call out for environmental work during times of adverse weather conditions.

The Bigger Picture

You will:

- carry out any other duties as directed by the line manager that is appropriate to the grade and overall purpose of the job; and
- provide ground level relief cover for WDH Tree Maintenance Officers to maintain a safe and healthy treescape as appropriate.

The Day to Day

You will:

- carry out a range of environmental duties such as tree maintenance, hedge pruning, grass cutting, shrub maintenance, leaf removal and hard surface spraying within WDH estate areas which are not already subject to the overall Grounds Maintenance contract;
- carry out garden clearance as required including strimming, scraping off and the removal of old garden structures such as sheds and greenhouses;
- work to protect the health and safety of WDH tenants, residents and physical assets during times of adverse weather conditions including sandbagging, gritting and other works as required;

- use all equipment necessary to positively impact on the appearance of WDH estates including hand tools, power tools and light plant;
- operate mini digger to carry out small scale landscape improvement;
- carry out a range of environmental duties that aim to improve local areas including works such as small scale soft and hard landscaping;
- work across all parts of the Wakefield district as required and have the use of mobile technology to support service delivery;
- work with other WDH teams, partner organisations and community groups in the design and creation of new environmental projects including '*Love Where You Live*' and '*In Your Neighbourhood*' to positively contribute to the appearance of WDH neighbourhoods; and
- undertake a range of duties and training sessions involving the safe use of various power tools, mechanical equipment and the use of WDH vehicles as appropriate to the tasks required. All use will be in full accordance with the appropriate Health and Safety Regulations.

Personal Contacts:

Internal: All Community Safety team (Landscapes) employees including Landscape Manager and Tree Maintenance Officers; Area estate management, environmental, caretaking and other relevant teams within WDH.

External: Tenants and residents within WDH neighbourhoods, voluntary agencies, and representatives of statutory agencies such as Wakefield Council.

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Qualifications and Training			
Hold a recognised Mechanical Plant Certificate, for example, Mini Digger/JCB		✓	AF/CQ

Determination			
Effective time management and organisational skills with the ability to work to tight deadlines	✓		AF/I
An ability to carry out work to a high standard and provide excellent customer service.	✓		AF/I

Nous			
Significant experience to operate powered tools and equipment. such as; strimmer's/hedge cutters/chainsaws	✓		AF/II/CQ
An understanding of the concept of customer care	✓		AF/I
Awareness of health and safety procedures	✓		AF/I
Knowledge and understanding of the WDH Vision and Customer Charter.		✓	AF/I

Attitude			
Relevant experience of working in a similar role within a customer focussed environment	✓		AF/I
Effective communication with employees, managers, tenants and stakeholders.	✓		AF/I
To have a flexible approach and work as part of a multi-disciplinary team	✓		AF/I
A willingness to undertake any necessary training	✓		AF/I
Have a commitment to employee development initiatives.	✓		AF/I

Additional Requirements of the Role			
Valid UK driving licence with daily access to a vehicle in order to travel throughout the district and to other locations as required by the business.	✓		AF/CQ
The post holder will be required to work outside normal office hours and provide standby/call out cover during adverse weather conditions and to meet business need.	✓		I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification