

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Dear Councillor,

Thursday, 12 May 2022

You are hereby summoned to attend an extraordinary meeting of the **Personnel Committee** which will be held on **Tuesday 17 May 2022** at **6.00pm** at **Richmond House, Richmond Park**, Morton Terrace, Gainsborough.

The business of the meeting is set out in the agenda below.

A handwritten signature in black ink, appearing to be 'BB' followed by a flourish.

Belina Boyer
Town Clerk

Committee members: Cllr M Boles - ex officio, Cllr R Craig (C), Cllr T Davies, Cllr P Key, Cllr S Loates, Cllr P O'Connor – ex officio, Cllr J Plastow, Cllr D Schofield (VC), Cllr K Woolley

Agenda no	Agenda item title	Power/Regulation
PC23/015	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PC23/016	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PC23/017	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>

Agenda no	Agenda item title	Power/Regulation
PC23/018	<p>To consider recruitment and associated recruitment pack following the resignation of the current Operations Manager. Paper A</p> <p>To appoint shortlisting and interview panel and agree the recruitment timeline for the post of Operations Manager. Paper B</p>	

PAPER A



Gainsborough Town Council

Appointment of Operations Manager

Application Pack

Operations Manager



About the Role

We are seeking a reliable and trustworthy individual to join our team as an Operations Manager to carry out a wide variety of tasks and operations on a day-to-day basis across all sites owned, managed or maintained by Gainsborough Town Council.

This public sector role provides an interesting and varied opportunity to work within an active growing community.

The role involves interesting and varied work at various sites across Gainsborough, such as parks, sports grounds, playing fields and cemeteries.

We will provide you with all the necessary training and support to enable you to excel in the role.

Job Description

Post Title	Operations Manager
Grade	SCP 19-24 / £ 25,927 - £ 29,174 per year
Hours of Work	37 hours per week. The post holder is required to devote his/her whole time service to the Council and to work the hours required to fulfil the duties of the post.
Holidays	You will receive 30 days annual leave, inclusive of eight bank and public holidays (pro-rata). This will rise to 33 after 5 years of service.
Location	Richmond House, and Gainsborough Town Council managed facilities
Responsible to	Town Clerk

Responsible for	Ground Maintenance Team Leader, Grounds Maintenance Operatives, Caretaker, Cleaner
Effective	

Duties:

1. Co-ordinate the activities of the Town Council's (TC's) operational services and the production of all information required for effective decision making concerning the services operation, including the Cemetery, Sports Grounds, allotments, parks, playground equipment, street furniture and roundabouts etc.
2. Line manage staff and monitor and enhance service staff skills and the use of and training in new techniques.
3. Study reports etc having a bearing on TC services activities and prepare reports for relevant meetings. Attending relevant meetings of the Council, its committees or working groups as required.
4. Attend training as required.
5. Obtains quotes etc as appropriate for items or services connected with the Services Operation to the TC
6. To be responsible for the production and delivery of any long term plan which directly affects the Services Operations.
7. To carry out any other duties as required by the Line Management, if capable and trained to do so.
8. To be responsible for the Services' financial management and budgeting.
9. To provide manual and physical support to Grounds Operatives team, working within and as part of that team as required to ensure adherence to work scheduling is achieved.

Cemetery

1. Monitor the demand and facilities for burials at the cemetery.
2. To have overall responsibility for the management and maintenance of the cemetery.
3. Liaise closely with the Deputy Clerk and the Admin & Events Officer to ensure the proper administration and recording of burials and associated works.
4. Attend all internments as the Authorised Officer of the Burial Authority as legally required..

Property and Equipment

1. Advise the Council on the acquisition, security and maintenance of new equipment and to ensure any appropriate training is carried out.

2. Monitor the condition and maintenance of TC properties and to advise on improvements/repair.
3. Ensure buildings, gates and other properties are opened/closed and monitor any security arrangements.

Members and Personnel

1. Respond to enquiries from Councillors or members of the public, provide information and advice to the Clerk to ensure proper responses can be given.
2. Report on all matters of discipline, Health and Safety risks and other appropriate workforce problems in a timely manner to the Clerk.
3. Manage the work scheduling, outputs and quality of the services staff.

Allotments

1. To be responsible for the management, condition and servicing of allotments.

Open Spaces and Play Equipment

1. To monitor the maintenance of the open spaces.
2. To monitor the condition of play equipment and ensure that records of inspection and maintenance are maintained.
3. To advise the TC on replacement equipment and maintenance requirements in a timely manner.

Health and Safety

1. To maintain the Town Council Health and Safety policy, manual and records of risk assessments, reporting any concerns in a timely manner.
2. To conduct full Health and Safety induction training with all staff, and maintain individual training records for each Employee.

Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.

All other reasonable requests from the Management that are within your capabilities.

Person Specification

The specification below is how we work out if you are the right person for the job and it is also used to determine if you will be invited to interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training section if you do not have it. You will be expected to learn new skills and improve on existing ones as part of your job role.

These criteria are assessed through the application form and at the time of interview.

Experience & Qualifications

Essential

- Able to work on your own initiative and problem solve
- Track record of successful project management on time and within budget
- Able to display knowledge and ability to tender and manage external projects/ contracts
- Training and/or proven interest in Horticulture & Arboricultural activities
- Previous experience of supervising staff and leading a team
- Able to develop workable strategies
- Developing and working in partnerships
- Understanding of financial management and experience of managing budgets
- Good Knowledge of IT Systems

Desirable

- Educated to Degree standard
- Membership of an appropriate professional body.
- Health and Safety training/qualification
- First Aid certificate
- Experience as acting Fire Warden

Knowledge & Skills

Desirable

- A minimum of 5 years proven managerial experience
- An understanding of how local authorities operate
- Formal management training

Personal Attributes

Essential

- Excellent written and verbal communication skills including the ability to communicate complex issues to all levels of management
- Display a flexible approach and able to work out of hours when required.
- Good personal manner and presentable appearance
- Behave with tact, diplomacy and discretion at all times
- Able to deal with difficult and confrontational situations whilst remaining calm and effective
- Able to evaluate competing priorities and prioritise appropriately
- Able to work under pressure to achieve both deadlines and high aspirational service demands
- Good interpersonal & organisational skills
- Able to work effectively as part of a team or on own initiative
- Flexible attitude to undertake a wide range of tasks.

How to apply

1. Please read all of the Application Pack prior to completing your application and make clear why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Person Specification.
2. The application form should be completed in full; shortlisting will be based on the information provided. Please do note that the Council will only consider CVs if accompanied by a completed application form.

Application Form: https://gainsboroughtc.gov.uk/job_vacancies/

3. **The closing date for applications is 12pm Wednesday 15 June 2022.** Application received after this time will not be considered.
4. Please forward your completed application, in confidence, by email to: rachel.allbones@gainsborough-tc.gov.uk

If you would like to discuss the position informally with the Town Clerk please email townclerk@gainsborough-tc.gov.uk indicating the times you would be available to receive a phone call.

5. Applicants who have been shortlisted for assessment/interview will be advised on Friday 17th June 2022.
6. Formal interviews will be held on Thursday 23rd June 2022.

PAPER B

Operations Manager Recruitment Actions

Date	Action
Wednesday 18 May 2022	Advert and application pack to be placed on LALC's website, Indeed's website, Facebook, Twitter, LinkedIn, Job Centre and the Council website
12pm Wednesday 15 June 2022	Deadline for applications
Friday 17 June 2022	Shortlisting of candidates and consider interview specifics
Friday 17 June 2022	Applicants of outcome and invite shortlisted candidates to an interview
Thursday 23 June 2022	Interviews to be conducted
Friday 24 June 2022	Appointment to be determined and conditions confirmed. Ensure there is at least one reserve candidate
Wednesday 13 July 2022	Inform the Personnel Committee of the outcome
Friday 24 June 2022	Applicants who had an interview informed of the outcome
	Establish a start date and send out job appointment letter to the successful candidate
	Seek references and proof of work
	Once satisfactory references are in the contract is issued and signed
	Successful candidate start date which assumes approximately one month of notice
	Carry out induction and training
	Carry out probation, including meetings and progress reports
	Update Personnel Committee as progress
	Hold a probation review meeting at approx. three months
	Either confirm in post or terminate contract