



## GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
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## GROUNDS PERSON CANDIDATE INFORMATION PACK



# INTRODUCTION

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Thank you for your interest in the position of Grounds Person at Gillingham Town Council. This pack contains information you will need to help with your application.

Applications should be made by completing an application form and sending a covering email to [GTC@gillinghamdorset-tc.gov.uk](mailto:GTC@gillinghamdorset-tc.gov.uk). CV's will only be accepted as supporting documentation.

We look forward to receiving your application.

Mrs Julie Hawkins  
Town Clerk  
Gillingham Town Council  
March 2024

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# GENERAL INFORMATION

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Gillingham Town Council is responsible for public open spaces across the Town, ranging from grassed verges and planted areas to larger recreational areas and play parks. In addition, the Town Council is responsible for maintaining grassed roadside verges on behalf of Dorset Council.

The Town Council endeavours to maintain its open spaces to a high standard and most of the larger open spaces in Gillingham have achieved Green Flag accreditation. This indicates that the green spaces are well-kept, safe and pleasant. The sites are inspected every year by an independent judge.

Dorset Wildlife Trust has produced a Biodiversity Action Plan for most of the Town Council's public open spaces. They carry out seasonal monitoring to see whether there have been any changes in biodiversity resulting from improved management strategies.

The Town Council designated itself as a 'Pollinator Friendly Town' in 2017 to raise awareness of the global decline in the numbers of bees and other pollinators which are essential for food production. A copy of our Pollinators' Action Plan is available on the Town Council's web site.

Gillingham Town Council works closely with Gillingham Action for Nature (GANG) on many community projects within the town.

The Town Council currently employs eight full time grounds staff based at the Town Council's workshops at Roman Court, Le Neubourg Way, Gillingham. Five office staff are based at the Town Hall in School Road. The Town Council is made up of seventeen councillors.

This is an exciting opportunity for a highly motivated person to work as part of a friendly team reporting to the Deputy Works Manager.

Further information about Gillingham Town Council can be found on our website:  
<https://gillinghamdorset-tc.gov.uk/>

Gillingham Town Council's areas of responsibilities can be found via the following link:  
<https://gillinghamdorset-tc.gov.uk/the-town-council/areas-of-responsibility/>



## GILLINGHAM TOWN COUNCIL

### JOB DESCRIPTION

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**Job Title:** Grounds Person  
**Responsible to:** Deputy Works Manager

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#### **Main Purpose of Job**

To carry out general grounds maintenance duties relating to the work of Gillingham Town Council on various sites throughout the town, while adhering to health and safety requirements and workplace risk assessments.

To carry out projects and ground works under the instruction of the Deputy Works Manager/Works Manager.

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#### **Main Duties and Responsibilities**

1. Maintenance of public open spaces, play areas, landscaped areas, highway verges, the cemetery and other similar open spaces. This includes (but is not limited to):
  - Grass cutting and strimming
  - Watering
  - Weeding
  - Hedge cutting
  - Clearing leaves and litter
  - Emptying public litter bins when required
  - Hard landscape work
  - Installation of street furniture
2. Working at height, including the erection and removal of Christmas trees and hanging baskets.
3. Carrying out a varied range of gardening and maintenance duties, requiring a minimum amount of supervision and use of own initiative.
4. To assist the Works Manager/Deputy Works Manager with play equipment inspections and inspection reporting when required.
5. Delivering high quality and comprehensive front-line services.

6. Attending meetings of the council and such meetings of its committees/working groups as appropriate
7. Responding to emergencies associated with the Council's grounds and property portfolio.
8. Keeping Council vehicles, tools and premises clean and tidy, ensuring all tools are stored correctly.
9. Taking responsibility for own professional and personal development by participating in regular performance and development reviews with the Line Manager, identifying future training requirements.
10. Undertaking training as required.
11. Undertaking any other duties as reasonably required.

### **Dimensions**

- No direct reports
- 64 acres of public open space
- 17 play parks
- Number of Councillors – 17
- Population – in the region of 12,000
- Number of electorate – in the region of 9,000

### **Qualifications, Skills and Experience**

- Full driving licence
- Qualified to Horticultural NVQ Level 2 or equivalent (or willing to undertake)
- Ability to use a wide range of horticultural machinery and power tools
- Written and verbal communication skills to Council standard
- A good understanding of Health and Safety in the workplace

# PERSON SPECIFICATION

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## Skills and Knowledge

### Essential

- Full driving licence
- Ability to use a wide range of horticultural machinery and power tools
- A good understanding of Health and Safety in the workplace

### Desirable

- Qualified to Horticultural NVQ Level 2 or equivalent (or willing to undertake)
- An understanding of horticulture, plants and the growing season
- Experience in soft landscaping and garden maintenance
- First-Aid qualification
- Chainsaw certificate of competence

## Personal Qualities

### Essential

- Ability to work well individually and as part of a team
- Hard working, self-motivated and pay attention to detail
- Enjoy manual and heavy work
- Flexible approach to work
- Prepared to work in all weathers and seasons
- Written and verbal communication skills to Council standard
- Understand the importance of representing the Town Council

### Desirable

- Ability to pass on knowledge and share learning with colleagues

# SUMMARY OF EMPLOYMENT CONDITIONS

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- **Job Title**  
Grounds Person.
- **Salary**  
The salary is in accordance with the current National Joint Council Grade 7 which is currently £24,294 per annum.
- **Probation Period**  
New employees are subject to a 6-month probationary period. Regular meetings will be held within this period to discuss progress and training needs.
- **Working Hours**  
Contractual hours are 37 hours per week.
- **Annual Leave**  
Annual leave is 23 days plus Bank Holidays. In addition, 2 statutory days are given over the Christmas period. The leave year is 1 April to 31 March.
- **Pension**  
Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Dorset Council.
- **Employee Development**  
Regular meetings with the Deputy Works Manager will be held to discuss personal development. Future objectives and training requirements will be agreed to develop personal goals and skills.
- **Health and Safety**  
Appropriate Health and Safety training will be provided in line with the Town Council's Health and Safety Policy.
- **Equality and Diversity Policy**  
Gillingham Town Council is committed to a policy of equal treatment of all employees in line with the Council's Equality and Diversity Policy.
- **Conditions**  
The appointment will be subject to satisfactory references and a medical assessment to determine if any reasonable adjustments are needed to enable you to perform the role.