



The Town Hall, Quayside House, Navigation Yard,  
Sleaford, Lincs, NG34 7TW

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Mr Kevin Martin  
Clerk to the Council

## PERSON SPECIFICATION

**Post title:** Services Team Leader  
**Post No:** STC3  
**Division:** Services Team  
**Grade:** SCP 7-12 (£19,554 to £21,589)  
**Date:** July 2019

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

## SELECTION CRITERIA

| CRITERIA                  | STANDARD  | E/D | MEASURED BY OR WHERE DEMONSTRATED |
|---------------------------|---|-----|-----------------------------------|
| <b>A. Work experience</b> | Demonstrable experience of supervising and supporting staff in a grounds maintenance/street cleansing environment | E   | Application and Interview         |
|                           | Experience of grounds maintenance work including grassed, landscaped, allotments, burial grounds and play areas   | D3  | Application and interview         |
| <b>B. Knowledge</b>       | Strong awareness of health and safety matters   | E   | Application and Interview         |
|                           | Understanding of general technical matters relating to grounds maintenance/street cleaning activities             | D3  | Application and interview         |

|                           |   |    |                           |
|---------------------------|---|----|---------------------------|
| <b>C. General skills</b>  | Good verbal communication skills  | E  | Interview                 |
|                           | Ability to prioritise and work on own initiative and ensure tasks are completed with limited supervision            | E  | Application and interview |
| <b>D. Specific skills</b> | Practical experience of usage of machinery/equipment/tools in a grounds maintenance setting                         | E  | Application and Interview |
|                           | Experience of tractor operation and digger/excavator use  | D3 | Application and Interview |
|                           | Proven ability to plan and organise routine tasks, allocate resources and complete associated paperwork efficiently | D3 | Application and interview |
|                           | Ability to develop solutions to a range of practical problems   | D2 | Interview                 |
| <b>E. Qualifications</b>  | A good standard of general education  | D2 | Application               |
|                           | City & Guilds in Amenity Horticulture or equivalent   | D2 | Application               |
|                           | Certification covering Pesticide application /Chainsaw use  | D2 | Application               |
|                           | Certification in routine playground inspections   | D2 | Application               |
| <b>F. Team work</b>       | Proven capability to supervise a team and support/mentor colleagues   | E  | Application and Interview |

|                                 |  |    |                       |
|---------------------------------|--|----|-----------------------|
| <b>G. Attitude</b>              | Ability to establish and build effective working relationships with contractors  | D3 | Interview             |
|                                 | Ability to work closely with the Clerk and Deputy Clerk to carry out work planning, complete assessments, and deal with staffing related issues. | D2 | Interview             |
| <b>H. Equal Opportunities</b>   | To have a general awareness of equal opportunities issues  | D2 | Interview             |
| <b>I. Special circumstances</b> | Ability to interact with members of the public   | E  | Interview             |
| <b>J. Other</b>                 | Satisfactory Basic Disclosure and Barring Service Check  | E  | Application and check |
|                                 | Possession of a full driving licence   | E  | Application           |
|                                 | Willingness to undertake related training where required   | E  | Interview             |