



BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL

JOB VACANCY

Environment and Landscape Officer - Salary Grade SCP 25-27

£29,577 to £31,346 (depending on experience)

Bletchley and Fenny Stratford Town Council, in the Unitary Authority of Milton Keynes, is looking to appoint a motivated and high performing individual to take on the role of Environment and Landscape Officer to the Town Council.

The Environment and Landscape Officer will report to the Environment and Premises Manager (EPM) who, in turn, is responsible for the management and maintenance of the Town Council's premises, land and other physical assets.

The Environment and Landscape Officer will also act as the deputy to the EPM, assisting with all projects, works and administration relating to the Town Council's environment, landscape and associated physical assets.

This role requires the successful applicant to monitor the condition of the physical environment within the town and to take steps to improve this and ensure all necessary health and safety measures are in place relating to the Town Council's land and the works carried out on it. The successful applicant will ideally come from a landscaping /grounds maintenance background with considerable knowledge, experience and qualifications relating to horticulture, arboriculture and/or grounds/landscape maintenance. They will also hold IOSH Managing Safely (or equivalent) or willingness to achieve in 9 months. Please see the job description below for more information.

Bletchley and Fenny Stratford Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

If you would like to know more about this role, please contact Will Allen (Environment and Premises Manager) on 07884230959 or John Fairclough (Support Services Manager) 07435 884980

Closing date: **25th October 2021**

Environment and Landscape Officer

Job Title	Environment and Landscape Officer
Reporting to	Environment and Premises Manager
Purpose of Job	<ol style="list-style-type: none"> 1 To act as deputy to the EPM, assisting with all projects, works and administration relating to the Town Council's environment, landscape and associated physical assets. 2 To monitor the condition of the physical environment within the area and to take steps to improve this. 3 To ensure all necessary health and safety measures are in place relating to the Town Council's land and the works carried out on it.
SCP Range	
Hours	Full time (37 hours)
Place of work	Based at Bletchley Library
Principal Responsibilities	
1	To assist the EPM with the management and maintenance of the Town Council's physical assets and services as listed at Appendix I.
2	To assist the EPM with the procurement of property and services relating to the premises and services listed at Appendix 1 complying with the Town Council's procurement and financial regulations and ensuring that all contracts are procured and monitored in accordance with the Town Council's contractor management system.
3	To assist with the management and administration relating to Bletchley Market and liaison with market traders.
4	To assist with the management and administration relating to the Town Council's allotments and liaison with plot holders.
5	To assist the EPM with monitoring the delivery of Milton Keynes Council's contract with Serco for landscaping in Bletchley and Fenny Stratford. To complete regular inspections, reporting to the EPM and ensuring that an ongoing record of these inspections is kept up to date.
6	To consider projects that could be undertaken by the Town Council or in partnership with Milton Keynes Council and Serco to improve the perceived look of the landscape around the town.
7	To oversee the maintenance and care for all Town Council maintained landscape areas, pitches, planters and planting.
8	To assist and advise the EPM and Town Council in relation to landscape maintenance in the run up to possible devolution of landscape services in 2023.
9	To be aware of standards of environmental and community safety and cleanliness in all parts of Bletchley, to ensure the EPM is kept informed and to work to achieve visible improvements of these standards.
10	To ensure safe and organized storage of Town Council equipment and tools at Fenny Chapel and the Bletchley Library garage.
11	Ordering and recording of all staff uniform and personal protective equipment.
12	To arrange use and maintenance of the Town Council's Gladiator Street Cleaning machine.
13	To conduct risk assessments and complete safe systems of work for work activities carried out, ensuring these are documented and reviewed as necessary.
14	To assist the EPM with the management of the Town Council's health and safety management system in relation to the environment and landscape and the associated administration, ensuring this is kept up to date and H&S action plans worked through.
15	To ensure Town Council equipment and vehicles are well maintained and used safely.

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| 16 | To promote a positive image of the Town Council at all times and to maximize opportunities for public engagement, transparency and accountability in the development of services, activities and processes related to the role. |
| 17 | To continue to develop professional knowledge, and skills and to acquire training and qualifications required for effective performance in this role. |
| 18 | To liaise with contractors and ensure safe working practice in line with the Town Council's contractor management policies and procedures. |

Appendix 1

Property:

Allotment Sites at Newton Leys, Manorfields, Orchardside and Larch Grove
Albert Street Public Conveniences
Community Orchard
Bandstand at Stanier Square
Fenny Chapel
Manor Road Lock Up Site
Landscaped areas around Newton Leys Pavilion
Newton Leys Pitches
Land at Pinewood Drive and Stoke Road
Equipment and Tools
Street Furniture/Bins/Planters/Dog Bins
Vehicles

Services

Allotment tenancies
Public Conveniences
Dog bins
Market

Person Specification: Environment and Landscape Officer

Key Requirements	Essential	Desirable
<p>Qualifications</p> <p>5 GCSEs including English Language and Maths (or equivalent)</p> <p>A Level and/or Degree level qualifications (or equivalent)</p> <p>Recognised administrative/IT qualifications</p> <p>IOSH Managing Safely (or equivalent) or willingness to achieve in 9 months</p> <p>Relevant horticultural, grounds maintenance or landscaping qualifications</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Experience</p> <p>Experience of report writing</p> <p>Experience of using a wide range of software applications including word processing, email and internet</p> <p>Considerable grounds maintenance, landscaping or horticultural experience</p> <p>Experience of risk assessment</p> <p>Experience of working with external contractors</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Knowledge</p> <p>Knowledge of local authority functions</p> <p>Knowledge of health and safety and equal opportunities</p> <p>Knowledge of landscaping and premises management</p> <p>Knowledge of property maintenance</p> <p>Local knowledge of Bletchley and Fenny Stratford</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Skills</p> <p>Excellent communication and language skills both written and oral at all levels</p> <p>Keyboard and IT skills including working knowledge of Microsoft Office applications</p> <p>Strong organization and prioritization skills including ability to manage own workload and use initiative</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Personal Qualities</p> <p>Ability to fit into a team</p> <p>Ability to deal with people at all levels in a professional manner</p> <p>Enthusiasm and flexibility</p> <p>Able to maintain confidentiality</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Other</p> <p>Willingness to work at any of the Council's premises</p> <p>UK Driving License</p>	<p>✓</p> <p>✓</p>	

Bletchley and Fenny Stratford Town Council

Job Application Form

Post Applied For:

Personal Details

First Name:		Surname:	
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Address:	
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Post Code:	
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Contact Phone Number:	
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Email address:	
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Current or Last Employer

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£
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Reason for leaving:	
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Brief Summary of your duties:	
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When would you be available for employment?	
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Previous Employment

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Previous Employment contd.,

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Supporting Statement

Drawing upon your experience, skills, abilities and qualifications you should demonstrate below their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to highlight your ability to the job where you can. You should also include an explanation which details why you are applying for this job.

References

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the Town Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1. First Reference

Name:			
Address:			
Post Code:			
Relationship:			
Contact Number:			
Email address:			
Can we contact before the interview? (please state yes or no)			

2. Second Reference

Name:			
Address:			
Post Code:			
Relationship:			
Contact Number:			
Email address:			
Can we contact before the interview? (please state yes or no)			

Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability which you wish us to know about at this stage? (Please state Yes or No)	
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If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the UK and are able to produce documentation? (Please state Yes or No)	
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Further Information and Declaration

Canvassing

All forms of canvassing will automatically disqualify candidates from employment, e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? (Please state Yes or No)	
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If yes, please provide:

Name:	
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Relationship:	
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Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties? Note: the person specification / job description will indicate what is required. (Please state Yes or No)	
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Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel / employee administration / equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989.

Warning: any person appointed to the Town Council having given false information will be liable to dismissal without notice.

Signed:	
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Date:	
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Once you have completed this form and signed it, please return to the Town Council by either scanning a copy and emailing it to

info@bletchleyfennystratford-tc.gov.uk

Alternatively, you can deliver/post it to the main office at:

Bletchley and Fenny Stratford Town Council

Bletchley Library

Westfield Road,

Bletchley

MK2 2RA

We regret that we may not be able to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.