

**TOTTON & ELING TOWN COUNCIL
DRAFT JOB DESCRIPTION**

JOB TITLE Allotment and Arboricultural Officer

SCP 19 - 22

HOURS 14 – 16 per week

LOCATION Civic Centre

RESPONSIBLE TO Deputy Town Clerk

RESPONSIBLE FOR NA

MAIN PURPOSE AND DIMENSIONS OF ROLE

To provide expertise and advice and assist others in the field of horticulture and arboriculture and to ensure that Totton and Eling Town Council manages the maintenance of its tree management, together with allotment inspections and their administration management as responsible Officer.

KEY RESPONSIBILITIES

OPERATIONAL MANAGEMENT

Receive calls investigate problems or complaints and decide on appropriate action.

Write specifications and contract documents for contract works.

Write and issue works orders to in-house DLO via supervisor. Monitor work done and resolve problems through DLO supervisor.

Prepare necessary documents and invite quotations for minor works from external contractors place orders and manage work done.

Prepare reports on various subjects

Carry out land search enquiries to establish ownership

Deal with calls from the general public regarding matters relating to tree management and allotments

Write specifications for grounds maintenance works and invite tender

Advise managers on landscape and building matters

Assist with allotment inspections
Maintain allotment holder data base, complaints, payments and eviction procedures
Manage allotment holder tenancy agreements and correspondence
Manage and maintain allotment facilities.

FINANCIAL MANAGEMENT

Monitor allotment budgets and report to Town Clerk

CONTRACT MANAGEMENT

Manage contractors working for the Town Council including check and approve payments, settling disputes and final accounts.

PR/MARKETING

Liaise with Allotment Association and other bodies and maintain harmonious working relationships.

HEALTH & SAFETY

Comply with Council's Health & Safety Policy

PROJECTS

TBC

COMMITTEE

Attend Committee or other meetings, present reports and provide advice.

Any other reasonable and relevant tasks as required by the Council.
Participate in the Council's appraisal scheme
Assess own training needs and attend training courses as required

SKILLS, KNOWLEDGE AND EXPERIENCE

- Relevant professional qualifications
- Experience in similar customer-focused position
- Demonstrable evidence of managing contracts and budgets
- Excellent understanding of landscaping, trees, grounds maintenance and building works
- Liaison with customers and councillors
- Driving Licence essential

The postholder is required to have the appropriate range of skills, knowledge and experience to ensure key tasks are performed to the required standards in a professional and effective manner at all times. The postholder will be required to attend relevant training courses as deemed necessary by the Deputy Town Clerk.

03/10/18