



PETERLEE TOWN COUNCIL



CANDIDATE PACK

POST: Neighbourhood Services Operative
(Permanent Contract)

REFERENCE: PTC

CLOSING DATE: 3.00pm on Thursday 26th May 2022



PETERLEE TOWN COUNCIL



Peterlee Town Council offers a wide range of services to the public.

Being one of the largest Town Councils in the country, we have responsibility for certain public buildings in the town, including the Pavilion at Helford Road. Sports fields located at Eden Lane, Helford Road and Lowhills Road. Parks, open spaces and play areas, cemetery & burials, leisure gardens and many town activities. Peterlee Town Council is quite unique in that we own and manage Shotton Hall Banqueting Suites, which offers conference, meeting and banqueting facilities to the public and is set in extensive beautifully landscaped grounds.



GUIDANCE NOTES

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job. For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for. You may have relevant experience from activities outside work, this could be just as good as work experience.

PERSONAL DETAILS

This section must be completed and contact details provided.

REFERENCES

Please ensure that you give details of two referees with which the information given on your application form can be confirmed, as well as providing us with information relating to absences, disciplinary record and suitability for the position applied for. One of the references must be your present or most recent employer and, if you are a recent school leaver, one should be from your head teacher of your last school. It is the policy of the Town Council to seek references prior to interview. If you have any objections to the references being sought at this stage ensure this is made clear on the application form.

EQUAL OPPORTUNITIES

Please also complete the Equal Opportunities Monitoring Form, this enables Peterlee Town Council to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

IF YOU HAVE A DISABILITY

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in completing the application form or need information in a different format (larger print), please let us know. If you have a disability we will offer you an interview as long as you meet the essential requirements of the job.

The Equality Act 2010 defines 'disability' as follows:

'A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day to day activities'.

DATA PROTECTION

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTION ACT 2018 the data will be treated in a secure and confidential manner and not kept any longer than necessary.

Thank you for your co-operation in completing this form.

Peterlee Town Council Application Form





PETERLEE TOWN COUNCIL



APPOINTMENT OF A NEIGHBOURHOOD SERVICES OPERATIVE

SCALE POINT 4 – spinal point 7-11 (£20,444-£22,129)

**We currently have a vacancy for a Permanent (NSO) within the
Town Council's Neighbourhood Services Department**

The post holder will be contracted to 37 hours per week.

Information and application forms can be obtained from:

Peterlee Town Council - 0191 5862491

Email - CorporateAdminTeam@peterlee.gov.uk

www.peterlee.gov.uk

Closing date for application is 3.00pm on Thursday 26th May 2022

Peterlee Town Council Application Form





PETERLEE TOWN COUNCIL

JOB DESCRIPTION

POST: FULL TIME NEIGHBOURHOOD SERVICES OPERATIVE

SCALE POINT 4:(£20,444-£22,129)

1. **POST TITLE:** **Neighbourhood Services Operative**
2. **POST NUMBER:** **PTC**
3. **GRADE:** Scale Point 4 – spinal point 7-11
4. **LOCATION:** The normal place of work for this role will be Eden Lane at Peterlee but the post holder may be required to work at any location or property of Peterlee Town Council.

5. **RELEVANT TO THIS POST:**

Disclosure & Barring Service: N/A

The normal working hours of this role are 37 hours.

Working hours: 7.30am – 3.30pm Mon – Thurs
7.30am – 3.00pm Friday

These times includes an unpaid 30 minutes lunch break.

6. **ORGANISATIONAL RELATIONSHIPS:**

This post reports to the Neighbourhood Services Manager and Deputy Neighbourhood Services Manager or the Neighbourhood Services Team Leader within the service area.

7. **DESCRIPTION OF ROLE:**

To undertake, either individually or as part of a team, duties concerned with the general maintenance of Council property including parks, sports facilities, cemeteries, open spaces, highways, and buildings in order to maintain high quality facilities and a pleasant environment. No regular supervisory duty is required other than the occasional supervision of apprentices, trainees, or work experience placements.



8. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS ROLE:

Main Duties

- 8.1 To undertake a wide range of ground and building maintenance tasks utilising craft skills including for example, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.
- 8.2 Maintaining and setting out sports pitches, play areas and woodland management work as requested.
- 8.3 Litter collecting and emptying litter waste bins.
- 8.4 Weed and other spraying duties.
- 8.5 Seasonal maintenance internal and external including the planting of seasonal bedding schemes.
- 8.6 Carry out arboricultural work including felling, pruning, shredding, and chipping.
- 8.7 Use and basic maintenance of hand tools, equipment, vehicles and plant including mowers, ride on mowers, strimmer's, leaf blowers and tractors.
- 8.8 Carry out Highway maintenance including snow clearing and gritting as necessary to footpaths and other areas.
- 8.9 Assist with the preparation and digging out of grave sites and maintenance of cemetery grounds.
- 8.10 Work outdoors in all weather conditions.
- 8.11 To ensure that plant, machinery, and equipment is properly used and cared for and that basic maintenance checks are carried out. Report all faults and defects to the responsible person as soon as possible.
- 8.12 Ensure that personal protective clothing and equipment is used at all times.
- 8.13 To ensure that all accidents, incidents, and vandalism details are reported to supervisory staff as soon as possible.
- 8.14 To participate in training initiatives and CPD courses as requested.
- 8.15 To undertake any task commensurate with the role and at the request of the Neighbourhood Services Manager or Deputy Neighbourhood Services Manager (Parks/Grounds/Cemetery/Facilities/Highways) or Team Leader.



Peterlee Town Council Application Form

COMMON DUTIES AND RESPONSIBILITIES:

9.1 **Quality Assurance**

To understand and adhere to standards at individual, team performance and service quality so that the customer and the Council's requirements are met and that the highest standards are maintained.

9.2 **Communication**

To participate in and adhere to the team's communication processes and taking responsibility for keeping up to date with all relevant procedures, policies and objectives associated with the role.

9.3 **Professional Practice**

To take responsibility for behaving professionally at all times, ensuring that work is carried out to the highest standards and in line with the team's and Council's stated policies or procedures. This includes adhering to the Council's Code of Conduct.

9.4 **Health and Safety**

Take responsibility for understanding and adhering to health and safety requirements for their service area, in line with the Town Council's Health and Safety Policy.

9.5 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.6 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an established Equality and Diversity Policy.

9.7 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.

9.8 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.



Person Specification – Neighbourhood Services Operative, Peterlee Town Council

	Essential	Desirable	Method of Assessment
Qualification	<ul style="list-style-type: none"> • Hold a full clean driving licence • 5 GCSE's to include English and Maths or equivalent 	NVQ 2 Horticulture / Groundsmanship (or be willing to study for)	Application Form
Experience	<ul style="list-style-type: none"> • Experience of manual horticulture work; grass cutting; pedestrian mowing equipment; ride on mowers • Experience of working with the general public • Experience in the safe use and maintenance of a wide range of horticultural machinery and tools. 	Towing Experience of working in Grounds maintenance	Application Form / Interview
Skills / Knowledge	<ul style="list-style-type: none"> • Good verbal communication skills and confidence in dealing with a wide range of people • Ability to work without direct supervision • Practical common sense approach to work • Knowledge of health and safety issues • ability to complete relevant paperwork associated with the post • Ability to understand and follow verbal and written instructions from the Team Leader/Manager in relation to the use of equipment and safe working methods. • Ability to achieve targets and to work to deadlines 	First aid knowledge	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> • Approachable • Good personal presentation skills • Flexible attitude to work • Adaptable to changing demands and environments • Willingness to work outdoors in all weather conditions • Ability to work independently and as part of a team • Good level of physical fitness • Self motivated • Work to the hours of the service, • Ability to undertake training and development activities required to fulfil the post role. 	Ability to deal with challenging situations	Application Form / Interview

Peterlee Town Council Application Form



Position Applied For:	(office use only) Neighbourhood Services Operative
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Closing Date:	(office use only) 26 th May 2022 (3.00 pm)	Interview Date:	(office use only)
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It is important that you read the guidance notes in the candidate pack before completing this application form. CVs are not accepted. Application forms received after the closing date will not be considered.

The information you supply on this form will be treated in confidence.

Section 1 Personal Details

Surname:		Forename:	
Home address:			
Home address:			
Home address:			
Post Code:			
Home Telephone:		Mobile:	
Email address:			

Do you hold a full clean driving licence valid in the UK?	
Do you have your own transport?	
Are you able to work in the UK with no immigration restrictions?	
How much notice do you need to give to your current employer?	

Peterlee Town Council Application Form



Section 2 Present Employment (if unemployed, please give your most recent employment)

Name of Employer:	
Address:	
Postcode:	

Post Title:	
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Appointment start date:		To:	
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Reason for Leaving:	
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Brief description of duties:

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Peterlee Town Council Application Form



Section 3 Previous Employment (please start with the most recent employment first)

Name and Address of Employer	Position Held	Brief outline of Duties	From	To	Reason for Leaving

Peterlee Town Council Application Form



Section 4 Education (Please list highest qualification first)

School/College/University	From:	To:	Subject	Grade

Section 5 Membership of any Professional Associations

Association	Level of Membership

Section 6 Training & Development

Training Course	Dates Attended



Section 7 Personal Statement

Please use this section to give information in support of your application of any skills, knowledge and experience you have gained, and how you meet the criteria in the person specification. Continue on separate sheets (if required).

Peterlee Town Council Application Form



Section 8 Referees

Please give 2 names and addresses of your most recent employers (if applicable). If unable to do so, please state who the referees are.

Reference 1		Reference 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Contact number:		Contact number:	
Email address:		Email address:	
Position (Job title)		Position (Job title)	

Section 9 Declaration

Are you related to an officer, employee, or member of Peterlee Town Council? If so, please give details below:	Yes	No

Statement to be signed by the applicant

I hereby certify that all the information given by me on this form is correct to the best of my knowledge.

Signature: _____ Date: _____



Equal Opportunities in Employment

Office use only

Position applied for:	Neighbourhood Services Operative	Form No:	
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Peterlee Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you require more information contact CorporateServicesTeam@Peterlee.gov.uk.

Gender Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write in: _____

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64
65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in: _____

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in: _____

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please write in: _____

White

English Welsh Scottish Northern Irish Irish British

Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in: _____

Peterlee Town Council Application Form



Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual

Undecided Prefer not to say

If you prefer to use your own identity, please write in: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in: _____

What is your working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours

Job-share Flexible shifts Compressed hours Homeworking Prefer not to say

If other, please write in: _____

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18) Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

Where did you see this post advertised? _____

Please return your completed application form to corporateadminteam@peterlee.gov.uk or post to Peterlee Town Council, Council Offices, Shotton Hall, Peterlee, Co. Durham, SR8 2PH .

Peterlee Town Council Application Form

