



Bracknell Town Council

The Town Council manages 250 acres of recreational space, sports and play facilities within central Bracknell.

Environment Warden

**£12,603 - £17,398 for 24 hours per week.
Additional hours may be available**

Working across the whole of the Bracknell Town area you will:

- help to maintain the Council's land and buildings in good order for the use and enjoyment of the public
- work closely with partner organisations and members of the public to address and educate on such issues as dog fouling, graffiti, fly-tipping, littering, inconsiderate parking and fishing
- work with young people to foster respect for the environment
- collect and provide witness evidence

You will have excellent customer service skills and the confidence to deal with difficult people / situations. You will be used to working outdoors and with a passion for the environment. Training will be available. You must be willing to work variable and flexible hours including some evenings and weekends.

For further information and an Application Form (CVs on their own are not accepted) please e-mail enquiries@bracknelltowncouncil.gov.uk

Closing Date: 9am – Friday 23rd February 2018
Interviews: 1st March 2018

Environment Warden

Employer:	Bracknell Town Council
Reference:	EW
Starting Salary:	£12,603 for 24 hours per week on NJC Scale Point 20
Hours:	24 hours per week
Contract:	Permanent
Working pattern:	Part Time - flexible
Location:	Bracknell
Closing date:	9am Friday 23 rd February 2018

Bracknell Town Council is responsible for the management and maintenance of recreational facilities across Bracknell Town. Bracknell Town Council is the largest of the six Parish Councils within Bracknell Forest.

Working as part of the Council's grounds staff team you will help to maintain the Council's land and buildings across the whole of the Bracknell Town area in good order for the use and enjoyment of the public. Occasional work in other areas of Bracknell Forest may be required. A suitable vehicle will be provided.

This is a challenging role working closely with members of the public to address and educate on such issues as dog fouling, graffiti, fly-tipping, littering, inconsiderate parking and fishing etc. Following appropriate training you may be required to provide witness evidence.

The ideal candidate for this position will be fit, used to working outdoors, with excellent customer service skills and a passion for the environment. Candidates must be willing to work variable flexible hours including evenings and weekends to meet the needs of the job.

For an informal discussion please contact Danny Williams, Environment Warden, on 07714 481535 or email environment.warden@bracknelltowncouncil.gov.uk or Allan Moffat, Recreational Facilities Manager on 0785 001 4554 or e-mail allan.moffat@bracknelltowncouncil.gov.uk

Please read the Application Pack fully before applying for this job. It contains information you will need to refer to when applying. Not referring to this information is likely to reduce your chances of success.

Application Information

An application form and equal opportunities form may be obtained from, and returned to, enquiries@bracknelltowncouncil.gov.uk, hard copies should be sent to Bracknell Town Council, 54 High Street, Bracknell RG12 1LL to arrive by the closing date. Late applications will not be considered.

Additional Information

- Information Pack
- Establishment Chart
- Application Form
- Equal Opportunities Form

If you would like a hard copy application pack please ring 01344 420079 or e-mail enquiries@bracknelltowncouncil.gov.uk giving the Job Reference EW.

APPLYING TO WORK FOR - BRACKNELL TOWN COUNCIL

This job is with Bracknell Town Council. To find out more about Bracknell Town Council visit the website at www.bracknelltowncouncil.gov.uk

Thank you for responding to the Town Council's advertisement. We hope that you find this Recruitment Information helpful and that it assists you in deciding to apply for the post.

The information is arranged as follows:-

- Job Description
- Further information about the role
- Person specification
- Key terms and conditions of employment
- Application Form
- Equal Opportunities Monitoring Form

All applicants must complete an Application and Equal Opportunities Monitoring Form. **CVs on their own will not be considered.** You can request a full application pack from enquiries@bracknelltowncouncil.gov.uk ring 01344 420079 or collect a pack from Brooke House, 54 High St, Bracknell RG12 1LL.

Please note that this Recruitment Information (application pack) will not constitute a part of any subsequent contract of employment.

If you have a disability and would like us to make any special arrangements concerning completing the application form or attending for interview please let us know.

Please return your Application Form and Equal Opportunities form to the address below or e-mail to enquiries@bracknelltowncouncil.gov.uk

Bracknell Town Council
Brooke House
54 High Street
Bracknell
Berkshire
RG12 1LL

Tel: 01344 420079
Fax: 01344 424015

The **CLOSING DATE** for receipt of completed application forms is **9am on Friday 23rd February 2018**, late applications will not be considered.

NB *If you have not heard from us by 1st March 2018 please assume your application has been unsuccessful. Thank you*

Attending for Interview

Candidates attending for interview will be expected to bring proof of any qualifications claimed and proof that they have permission to work in the UK. Candidates may be required to undertake a test at interview to determine their suitability for the role.

Job Description

JOB TITLE:	Environment Warden (Part Time)
DEPARTMENT:	Grounds Team
JOB HOLDER:	Final Version
REPORTS TO (JOB TITLE):	Recreational Facilities Manager
<u>JOB PURPOSE</u> <i>Summary, in one or two sentences, of the unique contribution this job makes to the organisation's purpose</i> To act as one of the Council's trouble-shooters with regard to environmental matters. To educate the public on environmental issues. To work as part of a team to maintain the Town Council's facilities in order to present an attractive, welcoming and safe environment for members of the public, service users and staff. To act as a primary point of contact in relation to environmental issues such as dog fouling, fly-tipping, littering, inconsiderate parking and fishing, vandalism and graffiti. To provide cover for other Environment Wardens, caretaking and grounds staff as required	
<u>DIMENSIONS</u> <i>Numerical facts and figures relevant to the scale and degree of activity</i> Financial: The Environment Warden may occasionally be required to issue fixed penalty notices Other: Work will take place at all of Bracknell Town Council's sites, or by arrangement across the whole of Bracknell Forest. The post-holder will have shared use of a company vehicle.	
<u>ORGANISATIONAL STRUCTURE</u> Attached is an organisational chart showing where this job sits and the jobs immediately around it.	
<u>CONTEXT</u> <i>This briefly sets out the necessary background to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation</i> As directed by the Recreational Facilities Manager the Environment Warden works as part of the grounds maintenance team which maintains the Council's recreation areas and playgrounds to a high standard for public use. The Environment Warden will provide training to members of the public. The Environment Warden works principally on their own. The Environment Wardens are the primary point of contact with the office in relation to environment issues The job is not routine, different tasks will be required according to the problems arising. The Environment Warden may be 'hired out' to other local parishes to deal with environmental issues on their behalf. The Environment Warden works primarily outdoors all day, sometimes in inclement weather The job will require flexible working with some evening and weekend working as well as early starts.	

ACCOUNTABILITIES

A list of 6 – 8 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.

- Achieve a noticeable presence on Town Council land and facilities
- Work in partnership with the police and local organisations
- Complete all tasks to a high standard
- Utilise vehicle and any specialist equipment competently
- Liaise with staff and service users / members of the public in a professional manner
- Conduct site inspections
- Work in accordance with the Council's Code of Conduct for staff
- Comply with the Council's Health and safety requirements to achieve a safe working environment for staff and service users
- Record hours worked in order to complete timesheets
- Keep comprehensive records of issues and incidents dealt with

KEY PERFORMANCE INDICATORS

- Postholder becomes well known to local community
- Postholder is seen as a respected partner
- No complaints received from manager / public regarding the quality of the work completed
- Any notices are issued in accordance with legal requirements
- No incidences of failure to utilise vehicle and specialist equipment competently.
- No complaints regarding attitude to staff members or the public
- All site inspections are conducted on time
- No breaches of the Code of Conduct
- No incidences of failure to comply with health and safety requirements
- Timesheets correctly completed and delivered to the office on time.
- Record of incidents and issues up to date

CHALLENGE & CREATIVITY / DECISION-MAKING

A summary description of the 3 – 4 main decisions and challenges that the jobholder will face in carrying out the accountabilities of this job.

Task prioritisation - daily

Risk assessment - daily

Problem solving - daily

Reporting and recording incidents - daily

Dealing with members of the public - daily

Learning new skills – occasional

KNOWLEDGE, SKILLS & EXPERIENCE

*What skills, qualifications and experience are **necessary** for full and effective performance?*

Experience of dealing with members of the public in difficult / sensitive situations

Experience of working with children and young people

Experience of self prioritisation and working alone

Good level of fitness

Some knowledge of the law in relation to environmental issues

Common sense practical skills

Knowledge and understanding of safe working practices

Basic computer skills using word and excel

Full driving licence

COMPETENCIES

The behaviours that must be demonstrated in the job.

Excellent communication and customer service skills

Confidence to deal with unusual / difficult situations / people

Responsible attitude to health and safety

Flexibility across tasks / locations with 'can-do' attitude

Bracknell Town Council - Environment Warden

Further information about the role.

The work of the Environment Wardens is much valued locally. They work with a number of others in and around the town in ensuring a nice environment for residents.

It is likely that Bracknell Town will hire out the Environment Warden to some neighbouring Parishes, who have already expressed their interest in having someone to deal with specific issues, if and when workload allows. This may also result in additional hours of work for the Environment Wardens.

The Council has two Environment Wardens, the reasons for this are:

- To provide cover for each others holidays and sickness (it is important to maintain the presence of the Environment Warden)
- To provide support when more than one person is required
- To provide cover if one Warden is working on contract elsewhere e.g. for a neighbouring Parish
- To ensure that the Wardens can have time off at the weekend

The post advertised is for 24 hours per week and is initially for one year only, but with a likelihood that this can be made permanent.

The post-holder will be expected to work flexibly, including at weekends, according to need, to cover for the required tasks and shifts. It is not anticipated that there will be a set working pattern each week.

It is essential when applying for this role that you are confident that you have the flexibility to cope with this pattern of working and can work additional hours up to a maximum of 37 hours per week if requested to do so. All additional hours are paid at the same hourly rate as the 24 hours; there are no enhancements or overtime for weekends. No additional hours are guaranteed.

If you are successful and are awarded an interview please come prepared to discuss the hours and patterns of working that would suit you.

Thank you.

ENVIRONMENT WARDEN

PERSON SPECIFICATION

These are the criteria which will be used for short-listing and selection for the post. Candidates need to demonstrate that they can meet a majority of these. Please use the application form to demonstrate how you meet the person specification. Experience may have been gained in a paid or voluntary capacity.

Skills and Experience:

Experience of dealing with members of the public in difficult / sensitive situations
Experience of working with children and young people and of customer service
Experience of enforcement work
Experience of working outdoors
Excellent communication skills – approachable
Good written communication and numeracy skills
Confident computer user
Excellent telephone manner
Good practical skills

Knowledge:

Working knowledge of the law with regard to dogs, parking, anti social behaviour, fishing etc.
General knowledge and understanding of safe working practices, with a responsible attitude to health and safety
Local knowledge of the Bracknell Forest area

Other:

A commitment to equal opportunities and anti-discriminatory practice – non judgemental attitude
Confidence and ability to work with minimal supervision and self prioritise
Commitment to the environment
Good levels of health and general fitness
Ability to work outside in all weather conditions
Willingness and ability to work flexibly including evenings and weekends
'Can-do' attitude
Willingness to undertake training
Practical common sense approach to problem solving
Full driving licence

Bracknell Town Council

SUMMARY OF TERMS AND CONDITIONS – Environment Warden

Remuneration	Starting £12,603 for 24 hours per week on NJC Scale Point 20.
Payment of Salary	Paid monthly to your bank on the last Thursday of the month.
Pension	Membership of the Local Government Pension Scheme (LGPS) is based on a Career Average Revalued Earnings (CARE) basis. This means that your pension earned each year is based on your actual pensionable pay received in each scheme year (1 st April to 31 March). Enrolment is automatic unless the employee wishes to opt out. More details can be obtained from the Office Services Manager. Bracknell Town Council employer contributions are currently 18.4% of salary.
Medical	You will be asked to complete a medical health questionnaire.
Hours	A minimum of 24 hours per week up to a maximum of 37 hours per week. Days and hours of work will vary according to the requirements of the job. Weekend and evening working will be required (see information pack for details).
Location	The Environment Warden will be based at a site in Bracknell.
Sickness	National Joint Council conditions apply.
Annual Leave	21 working days plus statutory Bank Holidays and 2 'additional statutory' days pro rata to the hours worked. After 5 years service Annual Leave increases to 25 working days plus statutory Bank Holidays and 2 'additional statutory' days pro rata.
Probationary Period	The post is subject to a probationary period of 26 weeks.
Notice	During the probationary period either party may give one weeks notice. Thereafter the employee is required to give notice in accordance with their contract of employment.
Smoking	In accordance with current legislation smoking is not permitted on Council premises, in Council vehicles or whilst on Council business. Staff must not be seen in public smoking whilst wearing Council uniform.
Car Parking	Free parking is available at most Bracknell Town Council sites, however the Council takes no responsibility for cars parked in public car parks.
Vehicle	A Council vehicle is provided. The vehicle will not be available for private use.
Offers of Employment	All offers of employment are subject to receipt of two satisfactory references. Candidates must satisfy Council that they are eligible to work in the UK.
Police Check	Bracknell Town Council will require the postholder to undertake a check through the Criminal Records Bureau.