

# Candidate Information Pack



## About the job

Assistant Neighbourhood Services Operative (6 months Fixed Term)

We are looking for a public minded and positive thinking Assistant Neighbourhood Services Operative (fixed term) to work as part of our Neighbourhood Services team. With a focus on consistently delivering an exceptional environmental service, and to support the Neighbourhood Services team and colleagues across Peterlee Town Council as we serve the people of Peterlee and beyond. Duties include:

- 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.
- Maintaining sports pitches and play areas work as requested.
- Litter collecting and emptying litter waste bins.
- Seasonal maintenance internal and external including the planting of seasonal bedding schemes.
- Carry out arboricultural work including felling, pruning, shredding, and chipping.
- Use and basic maintenance of hand tools, equipment, vehicles, and plant including mowers, ride on mowers, strimmer's, leaf blowers and tractors.
- Assist with the preparation and digging out of grave sites and maintenance of cemetery grounds.
- Work outdoors in all weather conditions.
- 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.
- Ensure that personal protective clothing and equipment is used at all times.
- To ensure that all accidents, incidents, and vandalism details are reported to supervisory staff as soon as possible.
- To participate in training initiatives and CPD courses as requested.
- To undertake any task commensurate with the role and at the request of the Manager's or Team Leader within Neighbourhood Services Department.

This is a full time position working Monday to Thursday 7:30 until 15:30, Friday 7:30 until 15:00 37 hour per week.

## About the Neighbourhood Services Department

Some of the services the Neighbourhood Services Department are responsible for delivering are:-

- Providing and maintaining six children's parks and play areas.
- Maintaining grass cutting and floral displays around the Town.
- Providing 2 allotment sites with a total of 67 allotment plots.
- Managing the dene parks area.
- Provision of burial services at our recently awarded Green Flag cemetery.
- Maintaining a total of 14 pitches for football, rugby, cricket, and bowls

## Why work for Peterlee Town Council?

We offer great working conditions and terms including:

- Access to the generous Local Government Pension Scheme
- 24 days holiday increasing to 29 days after 5 years, plus statutory holidays.
- Free car parking
- Staff wellbeing programme including cycle to work scheme, wellbeing activities, and more!
- A well supported appraisal and personal development programme with good opportunities for training and development

It's also a great place to work to help make a difference in our town. In our 2022 staff survey 100% of colleagues told us that they were proud to work for Peterlee Town Council. 100% of our colleagues also said that they knew what they needed to do to be successful in their role and that they had access to the things they needed to do their job well.

## What happens next?

If you are interested in joining our team, then we'd love to hear from you.

You'll need to complete the formal application form, but we'd also encourage you to get in touch with the Neighbourhood Services Manager Ian Hall on 01915862491 or email [ian.hall@peterlee.gov.uk](mailto:ian.hall@peterlee.gov.uk), for an informal chat about the role before you do fill the form in.

Completed application forms need to be submitted by email to [corporateadminteam@peterlee.gov.uk](mailto:corporateadminteam@peterlee.gov.uk) no later than 12:00 noon on Tuesday 29<sup>th</sup> August 2023.

We'll be shortlisting for interview during the next few days, we will contact successful people for interviews no later than close of play on Thursday 31<sup>st</sup> August 2023 and will be interviewing on Wednesday 6<sup>th</sup> September 2023.

We're looking for the successful candidate to join us as soon as possible after that!

