

## JOB DESCRIPTION

**Job title:** Horticultural Team Leader  
**Reports to:** Horticultural Services Manager  
**Line Management:** Supervision of Grounds Maintenance Team

### PURPOSE OF THE JOB

1. To assist the Horticultural Services Manager with the management and development of all grounds maintenance and facilities managements contracts to ensure effective service delivery and health and safety compliance.
2. To assist the Horticultural Services Manager in planning and implementation of the team workloads so that an effective grounds maintenance and external cleaning service is delivered
3. To supervise the day to day activities of the grounds maintenance team and provide the Horticultural Services Manager with provide regular updates.
4. To deputise for the Horticultural Services Manager within designated areas of responsibilities, such as Tenant and/or Grounds Maintenance contractor matters outside of the Morden Estate.
5. To assist the Horticultural Services Manager with the management and development of the Grounds Maintenance Team and ensure that the services delivered by the Team are Health and Safety compliant, of high quality, customer focussed and provided within the resources available.
6. To ensure that offices and community facilities are opened on time, that out-of-hours office alarms are responded to and the heating system is properly programmed.
7. To carry out facilities management functions in relation to the Estates offices, workshops and stores on the Morden Estate.
8. To undertake specific projects and schemes as directed by the Horticultural Services Manager.

### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications/Education</b>		
NVQ 2 and Pa1/Pa6a spraying certificate		x
A minimum of 4 years' relevant experience	x	
<b>Knowledge, Skills &amp; Experience</b>		
Experience of working and supervising a Grounds Maintenance team	x	
Experienced of administrating training support to colleagues in the use of Grounds maintenance equipment	x	
Experience in the use of office IT systems, including Word and Excel	x	
Aware of all relevant Health & Safety and COSHH legislation.	x	
Experienced using a wide variety of small engine machinery	x	
Ability to communicate at all levels	x	
Clear attention to detail whilst maintaining sight of the bigger picture for the team		x
<b>Personal Qualities</b>		
Dynamic, flexible and innovative	x	
A confident person who can display good people management.	x	
A collaborative person who works with colleagues to deliver strategic outcomes	x	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, proactive, collaborative & agile mind-set		x
Clear identification with charitable purpose and tireless working for beneficiaries		x
Comply with responsibilities regarding safeguarding & training	x	