



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Parks & Gardens Apprentice

Vacancy ID: 011582

Salary: £8,778 - £16,823 Annually

Closing Date: 17/01/2021

Benefits & Grade

Apprentice, age dependent

Contract Details

Fixed Term for up to 24 months

Contract Hours

37 hours per week

Job Description

Preston Park Museum & Grounds (PPMG) is part of Stockton-on-Tees Borough Council, a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services in the Borough of Stockton-on-Tees.

We have an exciting opportunity for a motivated, enthusiastic person to join us on an apprenticeship programme. If you have a genuine interest in countryside management and horticulture and you're looking for the opportunity to establish the roots of your future career and make a real difference to your local environment, come and work with us as a Parks & Gardens Apprentice.

As Parks & Gardens Apprentice you will gain valuable and varied experience assisting with the delivery of the PPMG's park and garden management work programmes. Working within the Park and Garden Team, gain valuable experience in planning and maintaining PPMG's Walled Kitchen Garden, the basic principles of countryside and horticultural ecology, plant growth and development, surveying and ID skills, the control of invasive species, soft and hard landscaping activities, and the use of tools including power tools.

Duties will include tree planting, fencing, scrub clearance, control of invasive species, litter picking, path restoration, weeding, seed sowing, pruning and maintenance of the heritage orchard.

This apprenticeship will give you the opportunity to enhance your knowledge, understanding and skills of the countryside management and horticulture industry and embed these new skills back in the workplace. During your training, in addition to your qualification, you will also work towards gaining certificates of competence including strimming and pesticide spraying, as well as Emergency First Aid at Work. The postholder will be required to work flexibly, including evenings, weekends and Bank Holidays.

Essential Requirements:

All candidates are required to meet the essential requirements set out in the Person Specification. Please address in your application how you meet the following.

- Functional skills English & Maths Level 2 / GCSE Grade C (Level 4) or above
- A genuine interest in countryside management and horticulture

Apprenticeship Qualification:

You will be given appropriate paid time to undertake college work and work towards the completion of your Apprenticeship qualification:

Horticulture or Landscape Operative Level 2

<https://www.instituteforapprenticeships.org/apprenticeship-standards/horticulture-or-landscape-operative-v1-0>

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.


If you would like an informal discussion about the post, please contact Beka Lee, Parks & Gardens Co-ordinator, on 01642 527085 or beka.lee@stockton.gov.uk

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

Apprenticeship Rates of Pay:

Age	Annual Salary April 2020
Under 18	£8,778
18 to 20	£12,443
21 to 24	£15,820
25 and over	£16,823

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Culture, Leisure & Events		Service Area: Preston Park Museum & Grounds
JOB TITLE: Parks and Gardens Apprentice		
GRADE: Apprentice, age dependent		
REPORTING TO: Parks & Gardens Coordinator		
1.	JOB SUMMARY: To work alongside the Park and Garden Team, gaining valuable experience in planning and maintaining PPMG's Walled Kitchen Garden, the basic principles of countryside and horticultural ecology, plant growth and development, soft and hard landscaping activities, the use of tools including power tools. Surveying and developing ID skills, controlling invasive species and ensuring PPMG is a clean and safe environment for visitors.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Assist the Park and Garden Team to carry out practical work tasks to improve the conservation value of Preston Park. This will include a variety of tasks including tree planting, weeding, fencing, scrub clearance, control of invasive species, litter picking, path restoration and other tasks
	2	Assist the Park and Garden team to carry out essential gardening tasks, learning horticultural skills including plant growth and propagation, weeding, seed sowing, pruning and maintenance of the orchard. Including work with heritage varieties.
	3	Develop skills to inspire and lead volunteers on tasks. Support the Parks & Gardens team by feeding into the wider volunteer programme.
	4	Have a good understanding of, and adhere to the health and safety policy
	5	Develop and maintain good working relationships with volunteers, local communities, park users groups and local farmers
	6	To obtain skills, experience and knowledge in the use of ground maintenance and open space, plant and equipment such as strimmers and other small powered machinery for grass/hedge cutting.
	7	To assist in delivering environmental education workshops.
	8.	To assist in delivering public engagement events
	9.	To report any defects, problems or issues to the Park and Garden Coordinator
	10.	To undertake any training and development necessary to meet the duties and responsibilities of the post. To undertake any such duties and responsibilities commensurate with the grading and nature of the post.
	11.	To engage with park and museum visitors, understanding the site is a visitor attraction.
	12.	To ensure that all tools and equipment are kept clean and serviceable at all times

		and to carry out checks on equipment to ensure they are fit for the task for which they are being used.
	13.	Understand the benefits of good project management, and seeing projects out in their entirety.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated

December 2020



Job Title/Grade	Parks and Gardens Apprentice	Apprentice, age dependent
Directorate / Service Area	The Environment, Culture, Leisure & Events	Preston Park Museum & Grounds operations
Post Ref:	POS011372	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Please note: You must not hold an existing qualification at the same or higher level (Level 2 or above) as this apprenticeship in a similar subject (Arborist) • Functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above 	<ul style="list-style-type: none"> • 5 GCSE's Grade C or Above/4 or above 	Application form
Experience	<ul style="list-style-type: none"> • Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative 	<ul style="list-style-type: none"> • Experience of working with local community groups and volunteers • Has volunteered in the countryside or horticultural industry 	Application / Interview
Skills	<ul style="list-style-type: none"> • Good communication skills - able to understand and follow both written and verbal instructions • ICT Skills – Microsoft Outlook and Office software • Interest in countryside management and horticulture • Good interpersonal skills and the ability to develop and maintain effective relationships with visitors, volunteers and colleagues 	<ul style="list-style-type: none"> • Some knowledge of British fauna and flora, or a willingness to learn • Recognise Health and Safety needs on site and work safely 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrates the behaviours which underpin the Council's Culture Statement • Personable and customer focussed • A willingness to become involved in a variety of tasks as needed • Good time keeping 	<ul style="list-style-type: none"> • Possesses a strong commitment to assist the public in enjoying parks and the countryside 	Application / Interview

Other requirements	<ul style="list-style-type: none">• Willing and able to undertake practical work outdoors in all seasons as necessary• Some of the tasks associated with this position require dexterity and the use of manual handling techniques in order to use a range of hand and power tools and carry out basic repair works• Required to work flexibly, including evenings, weekends and Bank Holidays	<ul style="list-style-type: none">• Basic First Aid skills (or a willingness to learn them)• Willingness to work at other sites as appropriate	Application / Interview
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Person Specification dated December 2020

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.