



Parks and Estates Officer

Thorpe St Andrew Town Council, Norwich

Job details

Full-time From £27,269 a year

Benefits

- Free parking
 - Flexitime
 - Company pension
 - Flexible schedule
 - On-site parking
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Qualifications

- Driving Licence
 - Landscape maintenance
 - Maintenance
 - Groundskeeping
 - Driving
 - PA1 Pesticide Certificate
 - Manual handling
 - PA6 Spraying Licence
 - Communication skills
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Full job description

Job Title: Parks and Estates Officer

Based at: Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0UL

Level/Salary: £27,269 (SCP 11) + LGPS Pension Position Type: 37 hours per week

Range: Monday to Friday (occasional evening & weekend work to cover events)

JOB DESCRIPTION:

The Parks and Estates section of Thorpe St Andrew Town Council is looking to recruit a committed and highly motivated person to perform grounds maintenance duties, general DIY (including some plumbing and carpentry) and building monitoring, and maintenance.

The ideal candidate will be suitably qualified and have previous experience of grounds maintenance and be able to operate a motorised grass cutter and other maintenance and grounds equipment.

In order to fulfil this role, you will need the ability to work as part of a team, as well as alone; and to be proactive, with the ability to work unsupervised.

ROLE AND RESPONSIBILITIES:

Under general direction from the Town Clerk, to maintain and supervise the day-to-day operational running of council recreational parks and sporting facilities, and assist in maintaining the grass verges and aesthetic of the wider Thorpe St Andrew area.

1. Safely operate equipment and machinery used in grounds maintenance
2. Undertake routine grounds and building maintenance work
3. Maintain sports pitches and amenity playing surfaces
4. Maintain the grass verges, following the grass cutting programme
5. Assist with queries and issues arising from use of Town Council buildings
6. Drive and maintain vehicles and equipment as required
7. Inform line manager or where appropriate, take corrective action on mechanical defects or breakdown of equipment
8. Ensure the safe use, storage and disposal of herbicides and other similar substances

9. Promote the Health and Safety of self and others. Respond to emergencies
10. Maintain a highly visible public presence on Town Council sites and deal with enquires in a timely and positive manner
11. Monitor and document the usage of Town Council facilities
12. Monitor, record and promote responsible park and mooring usage, issuing enforcement through any bye-laws, contract-law, fixed penalty notice and/or delegated powers as required
13. Assisting in the organisation of events and functions.
14. Monitor and report issues and breaches of the allotment garden rules on allotment sites as required
15. Undertake any such duties reasonably requested which are commensurate with the general level of responsibility
16. Attending training courses or seminars as required by the Council.
17. Providing help and assistance to all Town Council personnel and Members in a variety of tasks.
18. Working with other council officers and organisations to address the Climate & Biodiversity Emergency by supporting initiatives to reduce CO emissions from the Council's activities, properties and facilities.
19. Actively support the principles and practice of equality and equal opportunities

We want everyone to feel valued, supported and comfortable being their true self at work. We are proud to be a diverse and inclusive employer, supporting social mobility and giving opportunities to people whatever their background.

Hours of work will include occasional evenings and weekends, so flexibility and reliability are therefore important.

This post may be subject to Disclosure and Barring Service (DBS) checks.

PARKS & ESTATES OFFICER – PERSON SPECIFICATION

THE PERSON SO APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Applicants should have a minimum of 2 years prior grounds maintenance experience.

ESSENTIAL SKILLS

- A valid 'full' driving licence
- An understanding of Health and Safety regulations and practices
- Good communication skills
- Good general standard of education
- IT literate
- Competence in the Safe Use of Pesticides (PA1 + PA6)
- Conscientious, reliable and flexible approach to work
- Ability to work in a fast-paced environment
- Experience of dealing with competing deadlines
- Physically fit and able to lift and move large obstacles/materials around
- Willing to undertake and complete training courses
- Experience of general building maintenance

DESIRABLE SKILLS

- Formal training in manual handling
- NPTC Chainsaw CS30, CS31a, CS31b
- Experience of enforcement activities related to local government
- Play equipment maintenance and inspection
- ROSPA Trained
- Emergency First Aid

Job Type: Full-time

Pay: From £27,269.04 per year

Benefits:

- Company pension
- Flexitime
- Free parking
- On-site parking

Schedule:

- Monday to Friday

Experience:

- Grounds Maintenance: 2 years (required)

Licence/Certification:

- Driving Licence (required)
- PA1 Pesticide Certificate (preferred)
- PA6 Spraying Licence (preferred)

Work Location: In person

Closure Date 25 July 2025