

PADSTOW TOWN COUNCIL

OUTSIDE SERVICES SUPERVISOR

Person Specification

Attributes	Essential	Desirable
Qualifications and Experience	<p>At least 2 years previous experience of Grounds Maintenance Work</p> <p>At least 2 years previous supervisory experience</p> <p>Knowledge and evidence of the application of Health and Safety including COSHH</p>	<p>5 years or more, ideally working for a Local Authority</p> <p>5 years or more.</p> <p>Supervisory qualification</p> <p>COSHH qualification/certificates</p>
Knowledge and Expertise	<p>Computer literate – confident with the use of Word, Excel, Outlook,</p>	<p>Knowledge of Local Government procedures</p>
Skills	<p>Good verbal communication skills providing a sensitive, friendly and polite manner</p> <p>Good written communication skills including experience of report writing</p> <p>Good organisational and work planning skills</p> <p>Able to communicate effectively with colleagues and customers.</p> <p>Able to use own initiative</p> <p>Able to meet strict deadlines, often working under pressure and balancing priorities.</p> <p>Able to undertake fluctuating and heavy workloads.</p>	

<p>Personal Attributes</p>	<p>Demonstrate ability to build relationships with partner organisations</p> <p>Good interpersonal skills including communication, team working, approachability, judgement, patience and flexibility</p> <p>Ability to prioritise</p> <p>Excellent team working skills.</p> <p>Ability to show initiative in developing the role</p> <p>Willingness to accept responsibility, to be self- motivated and display energy and enthusiasm.</p> <p>Committed to providing high standards of quality service to the Council's customers.</p>	
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