



Job Description

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St. Helens Council

Post:	Service Manager - Environmental and Transport Services
Department:	Environmental & Trading Services
Grade:	SCP 49 – 51
Responsible to:	Assistant Director, Environmental Care and Civic Pride
Responsible for:	Managerial, Technical, Operational, Administrative & Clerical staff. All operational staff involved in the daily completion of activities throughout the section.

Purpose of the Post:	The management, operation, financial control, co-ordination and development for all aspects of Waste & Recycling Collection, Streetscene, Grounds Maintenance, Parks and Open Space management, Ranger Service and Pets Corner, Playground inspection and repair, Landscape Improvement initiatives, Mowershop repairs and maintenance, Golf course maintenance, Letting of sports pitches including Changing Room provision, School grounds maintenance contracts, Maintenance of the landscape along trunk roads and highways, Highway footpath weed spraying, Maintenance of other specified council sites, Arboriculture and the inspection and maintenance of trees including stand-by/on call service, Amenity Horticulture and Arboricultural advice
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Duties and Responsibilities:

KEY TASKS (Managerial)

- 1 To provide direction and expertise for Officers in their day to day duties. To ensure all work within the teams is carried out in an effective and efficient way in line with Corporate and Departmental procedures.



Job Description

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St. Helens Council

- 2 To act as notifying officer for receipt of sickness notifications and to authorise the taking of annual leave.
- 3 To authorise out of hours working and the taking of lieu time and having overall responsibility for the management for the Flexible Working Hours scheme for those Officers under the remit of the post.
- 4 To be an authorised signatory for the expenditure of the relevant budgets and assist in the formulation and monitoring of the budget.
- 5 To ensure annual appraisals and review are undertaken for all staff under the remit of the post.
- 6 To identify the training needs of staff and ensure provision, within the financial restraints of the service. To supervise on the job training of staff and students under your direct supervision.
- 7 To assist in the recruitment of professional/technical and administrative staff where necessary.
- 8 To monitor the health and safety of staff for whom you have responsibility and take appropriate action as necessary.
- 9 To set and monitor the appropriate standards of performance and conduct and assist in taking any appropriate action, including any formal disciplinary action for whom you have responsibility in accordance with the Council's policies and procedures.
- 10 To check, maintain and control claims for mileage allowance and overtime.
- 11 To ensure that staff undertake their duties in accordance with the policy and budgetary framework of the Council
- 12 To represent the services for which you have responsibility at Council / Committee meetings and at Departmental Management Team. To advise Elected Members, Chief Officers group and the Director Environmental Protection on policy and procedures which determine, strengthen and enhance the Councils corporate objectives.
- 13 To develop and implement Borough wide strategies to meet the Corporate aims and Objectives of the Council.



Job Description

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St. Helens Council

- 14 The production of and monitoring against appropriate Business Plans with a view to meeting the objectives of the Council.
- 15 To develop and report on Local Performance Indicators for the service for which you are responsible.
- 16 To deputise for the Assistant Director when required.

KEY TASKS (Operational)

- 1 To develop, monitor and review service level agreements agreed with other agencies both internal and external to the Council.
- 2 To develop and monitor an annual Training Plan for the services for which you have responsibility
- 3 To contribute towards the formulation of the Annual Service Plan and to coordinate, in liaison with other Senior Officers, an annual review. To ensure the effective and efficient use of resource, including staff, in achieving objectives contained in the Annual Service Plan.
- 4 To monitor the work undertaken by staff and to compare against service standards. To monitor and report on the progress of work undertaken against the targets set in the Annual Service Plan.
- 5 To ensure that effective communications are developed and maintained throughout the services for which you have responsibility.
- 6 To liaise with other departments and organisations, as necessary, to secure effective provision of services and to represent the authority, department, division or service at meetings of or with such organisations.
- 7 To undertake training to keep abreast of new legislation and technical developments.
- 8 To actively promote by all appropriate means a positive image of the Council by preparing and or vetting press releases whenever appropriate and by responding to requests for information, quotes and assistance in as positive a manner as circumstances permit.



Job Description

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St. Helens Council

- 9 To contribute to Best Value Reviews, the bench marking of services and the development of local performance indicators.
- 10 To carry out tasks as required by the Assistant Director and to advise on issues associated with Quality Management, Best Value, Performance Management and Innovations within the remit of the post.
- 11 To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- 12 To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk, within the service area.
- 13 To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder.
14. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
15. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
16. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
17. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: January 2013

Date reviewed June 2015