



Role Profile

Job Title: Lead Warden	Role Profile Number:
Grade: M Salary:	Date Prepared: 23rd November 2018
Directorate/Group: Planning and Regulatory Services	Reporting to: Operations Manager
Structure Chart attached:	Yes

Job Purpose

- To assist the Estate Operations Manager to maintain the historic grounds to the highest standards and implement improvements in park management and visitor services to a complementary level.

Key Accountabilities

- Assist the Estate Operations Manager to manage and maintain the historic and designed landscape of Lydiard Park including the lakes, ornamental woodlands and walks in accordance with the Councils objectives, policies and agreed management plan. Contribute towards the periodic review of these policies and plans
- Assist the Estate Operations Manager to implement the Commercialisation Plan for Lydiard House and Park, and to support the wider team in driving commercial opportunities.
- Supervise and monitor the warden staff, trainees and volunteers, together with specialist external contractors and Council services, to ensure that work is carried out to the highest appropriate standards, participating directly in the grounds work as necessary, and holding appropriate licences and certificates to enable this.
- Assist the Estate Operations Manager to manage the Service Level Agreement for Grounds Maintenance.
- Implement security procedures within the park, ensuring the wellbeing of visitors, staff, members of the public and the historic buildings and structures.
- Provide written and verbal reports to the Lydiard House & Parkland Manager as required.
- Liaise and work closely with the Lead Gardener and all members of the Lydiard Park team, including neighbours, tenants and graziers to ensure the efficient management and highest quality presentation of all parts of the Lydiard Park estate.

- Ensure the fulfilment of all Health Safety, CoSHH, pesticide and other regulations as affect the operations of the parkland and associated facilities such as the playground.
- Devise, implement and monitor and manage programmes of countryside management training, specific to Lydiard Park for outdoor staff, apprentices, students, trainees and larger groups of volunteers of all abilities; such programmes to be effective, rewarding for participants, and contribute towards the quality, reputation, community and outreach objectives for the park.
- Conduct tours, public events etc. relating to the conservation management of the park.

Supplementary Accountabilities

- Assist the Estate Operations Manager to oversee Countryside Stewardship Agreements and payments
- Liaise directly or via the Estate Operations Manager, with professional advisors or others, with local and statutory authorities and undertakers in connection with public rights of way, services, maintenance of listed and other parkland structures, maintenance and monitoring of lake condition, equipment planting and structures, to ensure compliance with statutory and other requirements.

Knowledge & Experience

- Extensive experience in a park open to the public, with considerable supervisory and management experience
- Experience in planning, coordinating and implementing park maintenance schedules, preferably at historically and publicly sensitive sites
- Experience of devising and implementing management systems including staff rotas, supervision, appraisals and monitoring and management of contractors.
- Good written and communication skills.
- Capability to influence, negotiate and motivate staff, trainees and volunteers.
- Self-directed and motivated.
- Visitor management.

Qualifications

- Appropriate professional and educational qualifications, at least HND or equivalent in Countryside Management or a directly related field.
- Full Driving licence
- Recognised qualification in the use of brush cutters
- Recognised qualification in the use of chainsaws, to include maintenance, cross cutting, felling over 380mm, sever uprooted/windblown trees and processing
- FAWW Qualification

Decision Making

- The role requires decision to be made daily on what particular task is undertaken and responding to incidents in the park. It also requires ability to prioritise and plan annual maintenance programmes.

Creativity and Innovation

- Devising new management systems, changing existing practices, but should try and work within existing procedures

<u>Job Scope</u>	Budget Holder	Yes
Number and types of jobs managed <ul style="list-style-type: none">• 2 x Wardens• Casual Wardens and Volunteers	Responsibility	£20,000
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Ground Maintenance – contracted and in house• Tree Works	Asset Responsibility:	Vehicles, tools and equipment. Park furniture.

Contacts and Relationships

- The role includes writing reports, producing letters and completing forms. Verbal communication involves instructing staff and volunteers, talking to the public and contractors/advisors. Also other council employees, such as Swindon Commercial Services. Contacts could be made on a daily or weekly basis

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

The role involves regular outdoor work in all weather. Duties will entail working outside of normal office hours including weekends and other holidays and may include Lone Working. There is a requirement for early morning, evening and night work. Lifting heavy weights and using power tools is required. Occasional verbal abuse and aggression from people is to be expected.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	