



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Localities Supervisor	<b>Role Profile Number:</b> OPN107
<b>Grade:</b> N	<b>Date Prepared:</b> August 2021
<b>Directorate/Group:</b> Operations	<b>Reporting to:</b> Localities Manager

### Job Purpose

- To supervise and coordinate the delivery of operational services within the locality to provide an improved service to our customers.

### Key Accountabilities

- To supervise a robust work force to enable them to carry out their duties
- Co-ordinate operational resources to ensure all aspects of the services are delivered to the expected standards
- To distribute the day to day work to the workforce ensuring all relevant materials and plant are available
- To support the services in achieving Quality Standards, Service Level Agreements and Performance Indicators are met
- Deputise for the Localities Manager where required
- This role will require reporting on daily/weekly/progress to Senior Management
- Respond to priority requests from members of the public and Elected Members to resolve the issue
- Identify service improvements to improve customer satisfaction and environmental outcomes
- In accordance with the provisions of the Health & Safety at Work Act 1974 and the management of Health & Safety at work regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work
- You must cooperate with the Council to enable it to comply with its statutory duties for Health & Safety
- You must ensure that you undertake responsibilities relating to your position as detailed within your Directorate Health & Safety Policy
- Requirement to work unsociable hours
- The role will impact on the majority of residents in the Borough and in some cases the wider environment. This means that the post holder will have to adapt to demands that may be from vulnerable persons or distressing issues. In the event of emergencies, the post holder may be required to

- assist in distressing situations
- Ensure driving standards are maintained and vehicles in the service area are operated within council policies and statutory regulation
- Hazardous conditions will exist at times
- Working in unpleasant conditions
- Risk of aggression and injury
- Safe working practices Inc. Risk Assessments, Method Statements, Manual Handling and Needle Awareness
- Carry out PDP's ensuring all training is maintained
- Carry out sickness absence, disciplinary, grievance procedures in line with SBC policies
- Initiating corrective action for poor performance by operatives and contractors in adherence with the Council's policies and procedures
- Promote locality working
- Giving specialist and general advice to local Councillors and Members of Parliament as required
- To be able to produce, standard letters, written reports, presentations and form templates as required.
- Ability to make key decisions
- Coordination of resources to achieve targets
- To be able to supervise across other operational areas
- To supervise the following enforcement activities, fly tipping, abandoned vehicles, penalty charge notices, and fixed penalty notices
- Support on the day to day functions - Cleansing, Town Centre, Litter bins, Sweeping, Needles, Toilets, Graffiti removal and Car parks
- Ability to carry out site visits
- To undertake any other duties that may be accommodated with in the grading level of the role as required
- Experience of problem solving and dealing with difficult situations

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience of supervising staff within an operational setting
- Workplace Health & Safety knowledge
- Experience of area based works - parking, cleansing, waste wardens
- Proven leadership skills
- Knowledge of the Traffic Management Act 2004 and The Road Traffic Act 1991
- Parking Enforcement Regulations
- Police & Criminal evidence Act 1984 (PACE) Codes of Practice
- Environmental Protection Act 1990

### Qualifications

- Compensatory experience
- Accredited qualification in Enforcement
- Educated to GCSE Level A – C or equivalent

### Decision Making

- Shows creativity in using resources to deliver cost effective service in line with Best Value
- Can make effective decisions quickly and is happy to act on own initiative in order to resolve problems
- Has proven results obtained through team work and individual efforts
- Plan teams and own workloads with requirements to meet varied and tight timescales

### Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve the work of the team
- Identifies creative solutions to Council-Wide issues and takes action to address them
- Can demonstrate an enthusiastic approach and constantly strives for improvements to performance and service

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of staff and jobs managed</b> Circa 20 members of staff</p> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"><li>• Operational Services targeted to enforcement across the locality</li><li>• Recovery of Abandon Vehicles</li><li>• Fixed Penalty Notices</li><li>• Fly Tipping</li><li>• Car Park Maintenance, Cleaning inc Toilets</li></ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Yes</p> <p>Expenditure and monitoring £250k</p> <p>Examples include Large goods and specialist vehicles, tool and plant, equipment, stock. IT equipment and mobile working devices.</p>
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### Contacts and Relationships

*(How the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Demonstrate abilities as both a team leader and member who enjoys a good working relationship with colleagues at all levels
- Possess highly developed interpersonal skills and is able to adapt approach to a wide variety of customers

- Wide range of contacts and relationships, including clients (councils, schools, housing associations, etc.) Council Members, Directors and other senior officers, tenant groups, agencies (police, fire brigade, HSE, etc.) and industry governing bodies, Parish Councils and Members of the Public

**Other Key Features of the role and Supplementary Accountabilities**

- Hands on awareness of everything in their own locality – right resources allocated/flexible/prioritisation
- Point of contact for the locality – Community responsibility
- Partnership working with emergency services, Elected Members, communities and other local key stakeholders, for example, business owners, social care, Parish Councils, and schools
- Requirement to work unsociable hours

(Working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	