

# Job summary

**Role title:** Skilled Operative (Tractor Operator)

**Department:** Greenspaces

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## General description of role

*We are seeking a skilled and reliable Tractor Driver to support the maintenance of parks and open spaces across the Borough*

*During the grass growing season, you will work within a small team, primarily operating tractors and associated machinery to cut and maintain the Council owned Greenspaces. In the winter months, you will undertake the winter works programme and a range of general grounds maintenance duties including shrub pruning, hedge maintenance, flowerbed and floral display maintenance and various other duties to ensure our parks and public spaces remain safe, clean, and well-presented all year-round.*

*This is a hands-on, outdoor role suited to someone who enjoys practical work and takes pride in maintaining high-quality public spaces.*

## Top ten duties / responsibilities of role

- *Operate tractors and associated attachments (e.g., aerators, slitters, scarifiers, trailers, gang mowers in the preparation and upkeep of the parks and open spaces.*
- *Conduct daily and weekly machinery checks and report faults, damage or service requirements promptly.*
- *Adhere to health and safety procedures and ensure machinery is always operated safely and correctly.*
- *Work flexibly as part of a team or individually to respond to changing priorities and weather conditions.*
- *Liaise with team leader to adjust cutting schedule for events.*
- *Maintenance of grounds maintenance equipment and machinery*
- *Hedge maintenance, Pruning Shrubs, Planting and De-weeding flower beds*
- *Carry out general ground's maintenance tasks*

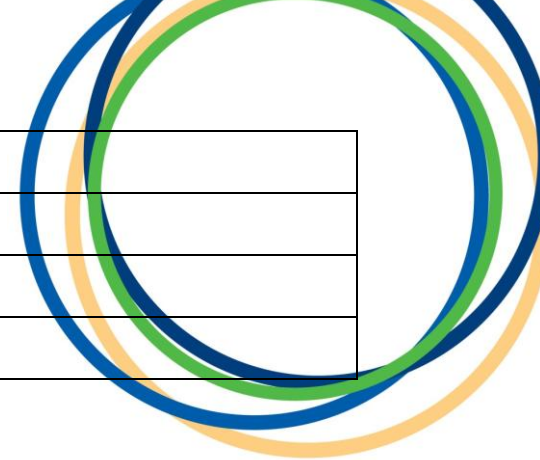
# Person specification and interview assessment form



|                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <b>Candidate name</b>    |  |                                     |  |
| <b>Contact number</b>    |  |                                     |  |
| <b>Role title</b>        |  |                                     |  |
| <b>Date of interview</b> |  | <b>Signed by recruiting manager</b> |  |

| <b>Selection and Interview Criteria</b>  |  |
|--|--|
| <b>Criteria</b>  | <b>Criteria importance</b><br>E = Essential<br>P = Preferred |
| Full UK driving licence  | E  |
| Relevant qualifications or skilled in the use of tractors and various grounds maintenance machinery. | E  |
| Experience operating tractors and/or grounds maintenance machinery                                   | E  |
| Knowledge of safe working practices in public spaces   | E  |
| Ability to work outdoors in all weather conditions   | E  |
| Basic machinery maintenance knowledge  | E  |
| Physically fit and able to work in all weather conditions.   | E  |
| Strong awareness of health and safety and safe working practices                                     | E  |
| Innovative   | E  |

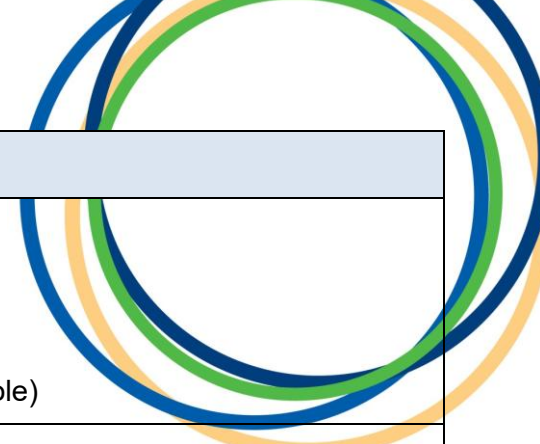
|            |   |
|------------|---|
| Supportive | E |
| Flexible   | E |
| Positive   | E |
|            |   |



# Summary of employment package

|                             |   |
|-----------------------------|---|
| <b>Place of work</b>        | <p>The role will be primarily based at <b>Earlswood Depot, Redhill</b>.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>  |
| <b>Salary</b>               | <p>Graded <b>Operative 2</b>, the salary will be in the region of <b>£25,581 - £26,685</b> per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>   |
| <b>Duration of contract</b> | <p>The contract will be offered on a permanent basis.</p>   |
| <b>Probationary period</b>  | <p>Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.</p>   |
| <b>Hours of work</b>        | <p>Hours of work are nominally 40/27 per week (annualised hours).</p>   |
| <b>Employment Benefits</b>  |   |
| <b>Flexible working</b>     | <p>Dependant on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs.</p> <p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient team cover and the particular needs of the service at that time.</p> |
| <b>Annual leave</b>         | <p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>   |

|  |   |
|--|---|
| <p><b>Pension</b></p>  | <p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 22.10% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p> |
| <p><b>Training and development</b></p>                                 | <p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>   |
| <p><b>Professional subscriptions</b></p>                               | <p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, subject to manager approval.</p>  |
| <p><b>Car parking / Travel loan scheme / Cycle Purchase Scheme</b></p> | <p>We offer access to parking on site for roles based at the Earlswood Depot.</p> <p>We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets, or a season car park pass and we offer a cycle purchase scheme up to the value of £2,000 (eligibility rules apply).</p>   |
| <p><b>Employee discounts</b></p>                                       | <p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>   |



**Other Conditions**

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|--|--|
| <b>Pre-employment checks</b>           | Appointments are offered subject to several pre-employment checks: <ul style="list-style-type: none"><li>• at least two satisfactory references</li><li>• eligibility to work within the UK, and proof of your identity</li><li>• evidence of relevant qualifications</li><li>• medical clearance (as manual handling / driving is an intrinsic requirement of the role)</li></ul>   |
| <b>Fleet driver</b>                    | You will be classed as a 'fleet driver' for the Council and need to agree to the terms of the fleet drivers policy, which includes agreeing to a health assessment, driving assessment, regular eye checks, and for the Council to undertake regular driving licence checks.   |
| <b>Paid work with another employer</b> | If you are appointed, your contract with the Council should normally be classed as your main employment.<br>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.  |
| <b>Disclaimer</b>                      | Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.<br>Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process. |

# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

