



## ROLE PROFILE

**Role Title:** Clean and Green Apprentice  
**Service:** Environmental Services, Clean and Green  
**Directorate:** Place and Community  
**Accountable to:** Clean and Green Team Leader  
**Grade:** Apprentice Scale  
**Car Category:** None

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### Purpose of role

- To work as part of a team, carrying out a range of environmental street cleansing and grounds maintenance tasks across the Borough, working under the guidance of a Team Leader/Operational Supervisor.

### Key Objectives

1	Removal of litter, debris, weeds, leaves and detritus from public land including highways by means of manual operation and use of mechanical equipment following instruction and under supervision.
2	Emptying of litter and dog waste bins as instructed.
3	Removal of fly tipping, animal carcasses, graffiti and fly posting from public land as directed.
4	To carry out general Clean and Green operations including grass mowing, hedge trimming, strimming, pruning, weeding, annual bedding planting and maintenance and leaf clearance as directed across the Borough. This may also include snow clearance in the winter months.
5	To undertake duties in connection with the transferring of machinery/equipment to designated locations within the Borough as instructed.
6	To operate hand held powered machinery such as lawnmowers, strimmers, hedge trimmers and leaf blowers following instruction, training and under supervision.





7	To maintain sports pitches including grass cutting, line marking and the erecting and dismantling of equipment including the installation and removal of goalposts under supervision.
8	To assist with the maintenance of burial grounds including grass cutting, litter picking, preparation of plots for interment.
9	To participate in ensuring that a high standard of service, conduct, health and safety and security are adhered to at all times

## Scope

The post holder will assist the Clean and Green Team in undertaking a range of environmental street cleansing and grounds maintenance tasks across the Borough so that it constantly appears neat, clean, attractive and welcoming as a place to live, work and enjoy.

## Work Profile

### 1. Strategy

To have a supporting role in the service plan for the Clean and Green team. Their role will contribute to the achievement of the Council's Corporate Plan.

### 2. Performance

The post holder will ensure that relevant performance targets are met in respect of undertaking their role.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

They are accountable to the Clean and Green Team Leader for the delivery of their own personal objectives.

### 3. Service Quality

The post holder will assist in maintaining service quality to internal and external customers, through the effective delivery of their allocated tasks.

### 4. Resource Management

The post holder has no direct line management responsibility nor any budgetary responsibilities.





The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to the individual in order to undertake their role.

## **5. Supervision and Management**

The post holder has no direct line management responsibility.

## **6. Culture**

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

## **7. Communications**

The post holder will closely liaise with other services, local businesses and partners as appropriate to the role.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Clean and Green Team Leader as appropriate, detailing progress made, any risks identified and possible next steps.

## **8. Main Contacts Associated with Principal Duties**

The post holder will be in regular contact with the Clean and Green Team Leader and other Council officers, members of their team and the general public.

## **9. Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.





## **10. Risk Management**

The post holder will be responsible for clearly identifying risks relating to standards of customer service and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to lead on implementing the actions required to manage the risk effectively.

## **11. Working conditions**

The post holder may be in contact with members of the public or cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

## **12. Equal Opportunities**

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

## **13. Customer Focus**

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the customer experience.

## **14. Core Tasks**

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

## **15. Health & Safety**

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

## **16. Legislation**





The post holder is expected to comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

### **17. Training & Development**

The post holder is expected to comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

### **18. I.T.**

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

### **19. Creativity**

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.

### **20. Decisions and Consequences**

The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.

### **21. Work Context**

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

### **22. Physical Demands**

The post holder will undertake street cleansing and grounds maintenance tasks that require physical exertion, lifting and carrying.





## PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment  Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
<b>SKILLS AND KNOWLEDGE</b>  Technical knowledge and qualifications	Minimum of Maths and English GCSE (Grade 4 – 9 i.e. C or above) or an ability to be able to pass the functional skills work or equivalent comparable work experience.	X		A
	Eligibility to undertake an Apprenticeship Framework Qualification in Horticulture	X		A, I
	Full UK driving licence		X	A
	Experience of working within a similar role as part of a manual operation and / or evidence of general work experience		X	A, I
	Experience of using handheld powered equipment		X	A, I
	A school, college or work record that can evidence excellent conduct and punctuality	X		A, I, R
	An enthusiastic and positive approach to training and on-job learning	X		A, I, T
	An interest in gardening, horticulture and maintaining the environment	X		A, I





	An understanding of the importance of a clean environment	X		A, I, T
	Ability to carry out physical tasks related to grounds maintenance and street cleansing duties	X		A, I, T
	Knowledge of the health and safety requirements in respect of operational work environments		X	A, I
<b>Planning and organising work</b>	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I, T
<b>Planning capacity and resources</b>	Able to work flexibly including working outside normal hours at busy periods	X		I
<b>Influencing and interpersonal skills</b>	Good communication skills with an ability to communicate effectively with colleagues and customers as required	X		A, I
<b>PROBLEM-SOLVING</b> <b>Using initiative to overcome problems</b>	Ability to identify a range of appropriate solutions to issues and problems.	X		A, I
<b>Managing risk</b>	Ability to consider and assess risks associated with improving services and raising customer standards	X		A, I
<b>Managing change</b>	Able to handle change with a resilient and positive attitude	X		A, I
<b>ACCOUNTABILITY and RESPONSIBILITY</b> <b>Undertakes tasks without supervision</b>	Able to work well with minimal supervision	X		A, I





Other	Commitment to Equality	X		I
	Commitment to Health & Safety	X		I

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:**

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together.

**In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:**

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

**Other information**

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date

