

BRIDGNORTH TOWN COUNCIL



Job Description & Person Specification

Post:	Environmental Operations Manager
Hours:	37 hours per week, may include some weekends and evenings
Scale:	Local Government Pay Award Scheme SCP 18-22
Staff Management Responsibility:	DLF x 6
Reporting to:	Head of Property & Environment

Job Description

Job Purpose

To lead and manage the Council's day-to-day environmental and grounds maintenance operations, supervising a team of six staff and coordinating contractors and volunteers.

The post ensures high standards of presentation, safety, sustainability, and biodiversity across all council-owned and managed outdoor spaces, while supporting community engagement and continuous service improvement.

The main purpose of the role includes:

- To organise the day-to-day work of the DLF ensuring that all outdoor spaces and facilities owned and operated by Bridgnorth Town Council are presented to the highest standards at all times.
- To work with the Engagement and Events Officer for the recruitment, development, and engagement with outdoor volunteers, including liaising with community groups, and other stakeholders.
- To have a general understanding of the requirements for open and closed cemeteries. Working with the Engagement and Events Officer to ensure that the appropriate legal requirements and measures are taken.
- To be responsible for liaising with contractors working on Council owned and managed sites.

- Champion environmental sustainability, biodiversity, and climate change objectives across council-owned land and act as the lead for developing appropriate sites towards Green Flag status.
- Lead on the planning, delivery, and monitoring of local litter reduction initiatives across parks, open spaces, and town centre areas, including engaging and liaison with Community Litter Pickers.
- Oversee asset management for plant, vehicles, and equipment, ensuring effective lifecycle planning and sustainability.
- To work with the Council for the delivery of event days.

Key Responsibilities:

Leadership and Staff Management

- Line manage and supervise the Direct Labour Force (DLF), including work planning, rotas, performance management, appraisals, training, and wellbeing.
- Promote a positive, inclusive, and safety-focused working culture.
- Authorise leave and TOIL, manage attendance and conduct, and act as first point of contact for operational issues.

Grounds Maintenance and Asset Management

- Oversee the maintenance of parks, open spaces, cemeteries, verges, and landscaped areas, ensuring compliance with legislation, standards, and best practice.
- Ensure fixtures, play equipment, vehicles, tools, and machinery are maintained safely and effectively, with appropriate lifecycle and replacement planning.
- Manage contractor activity on council land and contribute to service efficiency and quality improvements.

Health, Safety and Compliance

- Lead on health and safety for the service, including risk assessments, COSHH, safe systems of work, accident reporting, and health surveillance.
- Ensure compliance with relevant legislation and recognised standards (e.g. ROSPA, BS EN 1176/1177).
- Identify and address hazards affecting staff, volunteers, contractors, and the public.

Environmental Sustainability and Biodiversity

- Champion sustainability, biodiversity, and climate objectives across council-managed land.
- Lead the development and delivery of biodiversity initiatives, habitat management, ecological enhancements, and environmentally sustainable working practices.
- Monitor, evaluate, and report on environmental performance and improvement programmes.

Green Flag and Quality Standards

- Lead the progression, maintenance, and monitoring of Green Flag Award sites, including audits, action plans, evidence gathering, and submissions.
- Provide technical advice and coordinate cross-service and community input to improve site standards.

Litter Management and Community Engagement

- Plan and oversee litter reduction initiatives across parks, open spaces, and the town centre.
- Work with volunteers, community groups, schools, and businesses to promote environmental stewardship and pride in local spaces.

- Support and coordinate events, campaigns, and awareness activities in partnership with the Engagement and Events Officer.

Volunteers and Partnerships

- Recruit, train, coordinate, and support volunteers involved in environmental, biodiversity, and grounds projects.
- Build strong relationships with community organisations, councillors, stakeholders, and partner agencies.

Financial, Administrative and Corporate Duties

- Maintain accurate records, inspections, and reports using council systems.
- Monitor grounds-related budgets, raise orders, and support annual budget planning.
- Deputise for the Head of Property & Environment when required and attend meetings and civic events as necessary.

Contacts

- The postholder will be in regular contact with a wide range of, customers, clients, members of the public, local authority, volunteers, community organisations, and suppliers.
- The postholder will have regular contact with the Senior Management Team.
- The post holder is to work with other team members on a variety of projects and will be expected to take varying levels of responsibility within those areas of work.
- There will be contact with Town Council and on a less frequent basis Shropshire Council members.

Complexity

- The post holder will be required to manage their own time to deliver the tasks and actions assigned to them as part of this role.
- The post holder will need to be flexible and will be required to undertake some occasional evening and weekend work and must be prepared to change their working hours to provide cover in the event of staff holidays or sickness. All of which will be arranged in advance, where possible.