JOB PACK

Regional Supervisor - Grounds Maintenance



Creating homes.
Building lives.

Jigsaw

ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum rising incrementally to a maximum of 29 days, plus bank holidays, plus 3 days for Christmas closure (based on a 5-day working week).
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme with an 11% combined contribution with the option to increase.
Jigsaw Benefits:	In return Jigsaw Homes Group offer company sick pay, on-site gyms, access to our cash back health plan membership, access to Perkbox, our benefits platform giving you access to hundreds of retail discounts, cashback offers and rewards, enhanced maternity/paternity leave, training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a four-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit **www.jigsawhomes.org.uk/dbs** to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

We have an established and dedicated team of 600 employees within our Asset Management department.

Our team prides itself on investing in our own people to deliver first class property-based services across the Group, covering a broad range of disciplines from reactive, planned and grounds maintenance to property refurbishments, estate services, building safety and compliance.

You will be welcomed into a committed and passionate team, with a key focus on professionalism and working together.

Role Summary

We are seeking a Regional Supervisor to assist in the delivery of our Grounds Maintenance Service. You will be responsible for the supervision of teams of operatives undertaking a programme of gardening and grounds maintenance to the Group's properties.

Ensuring that such works are carried out to a high-quality standard, in accordance with all health and safety legislation and within the prescribed targeted timescales.

You will maintain strong communications links with other service delivery areas, including Estate Caretaking Service, Asset Management, Connect, Customer Insight, Neighbourhoods and Finance, contributing to a positive team environment and provide constructive suggestions for future improvements.

Responsible To - Assistant Manager – Grounds Maintenance

Responsible For - Gardeners, Seasonal Gardeners, Apprentices

MAIN TASKS OR ACTIVITIES

1. To supervise operatives and trainees during daily operations and provide training, coaching and guidance by sharing on the job skills and experience.

2. To supervise depot based daily machinery pre-start checks.

3. To inspect work and report on quality and performance to the Assistant Grounds Maintenance Manager.

4. To ensure that all staff are trained in the use of relevant tools, equipment, and machinery to discharge their duties safely and effectively.

5. To ensure that all staff are properly equipped and trained in the use of Personal Protective Equipment and safe working practices are adhered to in accordance with the Group's Health and Safety policy.

6. To carry out regular checks on all tools, equipment and machinery to ensure they are safe to use and being maintained in accordance with the manufacturers specifications by arranging regular servicing which does not impinge on the service delivery.

7. To organise and deliver a day-to-day maintenance programme of work.

8. To ensure that all staff absences are reported, and work schedules are adjusted to compensate.

9. To carry out Grounds Maintenance functions alongside you colleagues.

10. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with the Group policies and procedures.

11. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.

12. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors, commensurate with the position.

Candidate Requirements

Candidate Requirements:	• Experience in gardening and grounds maintenance duties • Supervisory / Management Experience • Ability to work harmoniously with others, helping to generate a positive team atmosphere • Awareness of Health and Safety consideration • A full, valid UK driving licence

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

Cavendish 249
Cavendish Street
Ashton-under-Lyne
OL6 7AT

w: jigsawhomes.org.uk
t: 0300 111 1133
@JigsawHG

Jigsaw
Creating homes. Building lives.

Regulated by the Regulator of Social Housing Registration No. LH 4345
Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R

