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**Landscaping & Grounds Maintenance Supervisor**

Oak Tree Housing Association

[40 West Stewart Street, Greenock, PA15 1SH](https://www.google.co.uk/maps/place/40+W+Stewart+St,+Greenock+PA15+1YA/@55.9521078,-4.7661658,17z/data=!3m1!4b1!4m5!3m4!1s0x4889ae368cf48a27:0x10e9c6f7689b3c8b!8m2!3d55.9521048!4d-4.7639771)

Tel: 01475 807000

www.oaktreeha.org.uk

**Our Vision**

**Building Better Futures**

**Our Values**

**Leadership**Accepting accountability and balancing vision with execution, leading by example and encouraging and developing the staff team to be the best they can be.

**Customer Focus**When developing and providing our services, our tenants’ and other customers’ needs come first.

**Team Working**By working together we develop our flexibility and resilience to ensure we provide a best value service to our tenants and customers.

**Communication**Our communication is effective, accurate, up-to-date and easy to understand.

**Respect**We treat our tenants, other customers and each other with respect and dignity at all times.

**Integrity**Openness, honesty, transparency and trust are at the core of all that we do.

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# Job Description

**JOB TITLE: LANDSCAPING & GROUNDS MAINTENANCE SUPERVISOR**

**RESPONSIBLE TO: PROJECT CO-ORDINATOR**

**GRADE: EVH GRADE TAS4: £29,124 - £30,250 per annum**

**DATE REVIEWED: AUGUST 2025**

*The objectives, accountabilities and duties of your post may be reviewed from time to time, and you will be consulted over any proposed changes.*

* 1. **MAIN OBJECTIVES OF POST**
  2. To be responsible for maintaining the grounds of the Association’s customers, including existing tenants, former tenants, potential tenants, and owner occupiers, as an integral part of the in-house landscaping team.
  3. To supervise the operations of our in-house landscaping team on a day-to-day basis. ***The Project Co-Ordinator will have overall responsibility for all line management duties.***

1. **ACCOUNTABILITY**

2.1 To the Project Co-ordinator on a day-to-day basis.

**3.0 DUTIES**

3.1 Primary duties day-to-day will be to undertake the full range of soft (and hard, as required) landscaping and grounds maintenance duties as instructed by the Project Coordinator.

3.2 To work alongside the Project-Coordinator in organising, planning and delivery of the programme of works.

3.3 To ensure that the landscaping programme is completed to the required standards, on-time and meeting agreed targets.

3.4 To assist the Project-Coordinator by supervising the landscaping staff, day-to-day ensuring they are trained and equipped to perform their duties effectively.

3.5 To assist with daily briefs and de-briefs.

3.6 To assist with the organisation and delivery of regular team meetings.

3.7 To provide training, coaching and mentoring to new and existing staff, as required.

3.8 To make site visits conducting inspections of works, ensuring work is completed to the highest standard.

3.9 To ensure that you and the team observe H&S procedures and always follow safe working practices, reporting all accidents and near misses to the Project Co-ordinator immediately.

3.10 To ensure tools and grounds maintenance equipment, machinery and vehicles in your charge are secure, in good working order and refer any mechanical problems to the Project Co-ordinator immediately.

3.11 To ensure the team are completing all relevant H&S log sheets, in a timely manner.

3.12 To act as a point of escalation for colleagues.

3.13 To have a significant level of judgment to assist colleagues with tasks and provide answers to queries.

3.14 To understand the routine procedures associated with the role and the more complex procedures.

3.15 To assist the Project Co-ordinator in dealing with complaints in line with the complaints handling procedure (Training will be provided).

3.16 To liaise with tenants via telephone and email, as required.

**4.0 General**

4.1 To contribute towards the development of the service and working practices, to enhance customer service, efficiency, and cost effectiveness in all areas of activity.

4.2 To liaise effectively with colleagues in other sections to maximise performance and enhance service delivery.

4.3 To promote and uphold the Association’s commitment to diversity and equal opportunities.

4.4 To attend training courses as required, keeping up to date with legislation and best practise.

4.5 To promote and operate in line with OTHA’s workplace values.

4.6 To be a positive influence within the staff team taking personal responsibility for ensuring good morale and positive working relationships within the team and wider organisation

4.7 To carry out any other duties as may be deemed necessary by the Project Coordinator, commensurate with the TAS4 grade.

# Person Specification

|  |  |  |
| --- | --- | --- |
| **Skills\Knowledge\Experience** | **Essential** | **Desirable** |
| Strong practical experience in soft landscaping | ✓ |  |
| Practical experience in hard landscaping |  | ✓ |
| Previous experience in a similar role and staff supervision. | ✓ |  |
| Proficient in using landscaping machinery (e.g.) lawnmowers, strimmer’s, blowers, hedge trimmers and ride on’s etc… with relevant certifications where required. | ✓ |  |
| Pro-active and solution focused with the ability to identify and resolve issues. | ✓ |  |
| Thorough understanding of health and safety regulations and the ability to implement and enforce them on site. | ✓ |  |
| Flexibility to work in various environments, adapt to changing conditions, and utilise different landscaping techniques. | ✓ |  |
| Excellent IT skills in a variety of software packages, in particular Microsoft Word & Excel. | ✓ |  |
| Strong commitment to customer service. | ✓ |  |
| Observant with excellent attention to detail. | ✓ |  |
| Excellent organisation skills. | ✓ |  |
| **Qualifications** | **Essential** | **Desirable** |
| O’ Grades, Standard Grades, Higher Grades or Equivalent |  | ✓ |
| Formal qualifications or extensive knowledge of plants, soils, and horticultural practices. |  | ✓ |
| PA1 & PA6 certificates |  | ✓ |
| **Personal Qualities** | **Essential** | **Desirable** |
| Excellent verbal and written communication skills for interacting with clients, team members, and other stakeholders face to face, via email and over the telephone. | ✓ |  |
| Ability to motivate, guide, and manage a team of landscapers, delegating tasks effectively and fostering a positive work environment. | ✓ |  |
| Ability to work on own initiative. | ✓ |  |
| Ability to work well under pressure. | ✓ |  |
| Ability to effectively manage a varied workload and to work to imposed deadlines. | ✓ |  |
| Flexible, self-aware, open minded and inclusive approach to work and people. | ✓ |  |
| Commitment to continuous improvement and quality in all aspects of work. | ✓ |  |
| Able to demonstrate an understanding and commitment to Equalities and willingness to work in accordance with existing Policies and Codes of Practice. | ✓ |  |
| Full clean driving licence and access to own car (when use of own car is required, mileage will be paid in line with HMRC rates). | ✓ |  |

# Summary of Main Conditions

Oak Tree Housing Association is a member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH terms. A summary of some of the principal areas are as follows:

**Salary Scale:**

The current salary scale for this post is EVH Grade TAS4

Salary: £29,124 - £30,250 per annum

The salary is paid by direct credit transfer monthly, normally on 23rd of each month.

**Contract Type:**

Full-time, permanent.

**Hours of Work:**

Normal hours of work are 35 hours per week, worked over 5 days, Monday to Friday.

***\*Please note the office is open to 6pm on a Tuesday and closes at 4pm on a Friday.***

**Holiday Entitlement:**

25 days annual leave and 15 days public holidays per annum

**Place of Work:**

Oak Tree Housing Association, 40 West Stewart Street, Greenock.

**Pension:**

Oak Tree Housing Association is a member of the Scottish Housing Association’s Pension Scheme. Subject to terms of the scheme, we offer a defined Contribution scheme, with the option of an employee contribution of minimum 3% - 16%, with the OTHA contribution being 12%. Please note that life cover is included in the employer contribution.

**Notice Period:**

By employee: 1 month

By OTHA:

(i) continuous service under 5 complete years ~ 4 weeks.

(ii) continuous service of 5 years and over ~ 1 week for each complete year of service, up to a maximum of 12 weeks.

**Additional Information:**

OTHA currently offers an excellent working environment, staff onsite car parking, staff health checks (at 2 yearly intervals), annual staff teambuilding day, free fruit for staff delivered weekly and discounted membership to Inverclyde Leisure.

**This summary is for general guidance of applicants and will not form part of the contract of employment.**

**Any offer of employment will be subject to the receipt of two satisfactory references.**

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# Key Dates

|  |  |
| --- | --- |
| Closing Date for Applications: | 5pm on Wednesday 3rd September 2025 |
|  |  |
| Interviews: | Tuesday 16th September 2025 |

# OTHA History

Oak Tree Housing Association has a track record of developing and managing good quality homes in Inverclyde and has a high-performance culture, focussed on service delivery which is driven by increased involvement from tenants and residents in the decision-making process.

The Association owns and manages 1820 houses throughout Inverclyde and provides services for over 1,200 homeowners in Inverclyde.

We started developing in 1989 and since then, we have successfully completed over 60 house-building projects. The total investment value of these projects is presently estimated at £148M. The programme has catered for a variety of tenures. At 83%, social housing is the largest tenure. However, the programme has also provided accommodation for low-cost home ownership and outright sale on a shared equity basis.

Work has involved refurbishment, conversion, new-build and demolition. Wider action involvement was also significant in the development of a community centre in the Branchton Social Inclusion Partnership area. In fact, the regeneration of previously designated Social Inclusion Partnership areas had been the main focus of the Associations development activities in recent years. Development of these areas placed much emphasis on sustainability, energy efficiency and community involvement and the work that has been carried out in Branchton, Wren Road and Grieve Road is a credit to the Association and our development partners. This has helped to provide sustainable energy efficient affordable homes for 240 tenants and sharing owners in these areas.

Past achievements include the refurbishment of 57 closes in the West Station and Town Centre areas of Greenock. New-build which accounts for over 68% of the Associations total development programme has, over the years, provided a healthy mix of flats, and cottages.

In addition, a number of special needs facilities have been provided and these have helped people with learning disabilities to live a healthy life in the local community rather than remain in hospital care. The Association also built a Woman's Aid Refuge and this has been a great asset for the community in helping to address domestic abuse issues.

The last project completed by the Association was a 71 unit new-build development as part of a larger development of 198 homes with the Link Group. The units were handed over to Oak Tree as a turnkey project and all units at Bunston Grove have been well received by tenants.

# Committee & Staffing Structure

The Association is managed by a Committee of Management made up of 12 members (maximum of 15) and operates currently through two sub-committees as follows:

Management Committee

Finance, Staffing & General Purposes Sub Committee

Housing & Technical Services Sub Committee

All sub-committees meet on a quarterly basis.

Staffing Structure

Information on our staffing structure can be found here:

<https://oaktreeha.org.uk/Staff/>

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