

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Gypsy & Traveller Site Manager	JEID	M0122
Salary Grade:	Salary Scale I (Additional standby / call out allowance for out of hours rota, reviewed annually in line with the cost of living award).		
Team:	Gypsy & Traveller Services		
Service Area:	Trading Standards and Community Safety		
Primary Location:	Barrack Street, Warwick / Griff, Nuneaton		
Political Restriction	This position is not politically restricted.		
Responsible to:	Community Safety Manager		
Responsible for:	NA		

Role Purpose

Working within the Gypsy and Traveller team to deliver the vision of creating strong partnerships across all sectors to provide provision that addresses inequality and creates community cohesion within the Gypsy and Traveller communities, local residents, local councils (Parish, district and County) and businesses.

The site manager is responsible for the safe and effective operation of Warwickshire County Councils permeant sites ensuring;

- the site is providing a decent environment in which to live,
- effective proactive and responsive site management and communication for tenants and Warwickshire County Council,
- a cohesive and engaged community through site based community development and effective implementation of Warwickshire County Councils allocation policy and adherence of the Mobile home act agreements.

The site manager is required to assist with enforcement action as required including unauthorised encampments and attending court as necessary.

Role Responsibilities

To provide adequate number of pitches across the districts of Warwickshire in well managed site provision. This includes private and public, permanent and stopping sites.

- To provide effective and visual site management including rent collection at all Warwickshire County Council Gypsy and Travellers sites, ensuring standards are maintained, prompt remedial action is taken where required within a balanced budget.
- To increase the number of well managed permanent sites under private ownership by supporting private sites to develop effective policies and processes.

Protect law abiding Gypsy and Traveller communities, local residents and business through close working with landowners to ensure there is robust legal framework that addresses anti social and criminal behaviour.

- To improve the conditions of public owned sites and pitch facilities
- Timely and effective enforcement action of any anti social behaviour or criminal offences impacting settled Gypsy and Traveller communities and local residents by supporting the enforcement officer to ensure robust enforcement action against those that are affecting the wellbeing of other residents on the site and within the vicinity
- Increased occupation rates of Local Authority Gypsy and Traveller sites through proactive engagement and site management of all Local Authority sites ensuring residents are supported to be safe, healthy and independent.

To recognise and positively promote the culture and traditions of the Gypsy and Travellers Communities and address discrimination

- Work with partner agencies and local communities to establish a series of community engagement programmes that helps to create stronger links and a better understanding of the culture and identity of Gypsies and Travellers
- Work with the Gypsy and Traveller community to report incidents of hate crime and discrimination and work with partner agencies to address it

To address the health, social and economic inequalities that exist in the Gypsy Roma and Traveller communities.

- Reduce the health inequalities within the Gypsy and Traveller communities occupying settled sites by promoting and increasing health support provided at sites
- Support and promote the work of the education officers to increase the number young people within the Gypsy and Traveller Community who are engaged in education and have obtained qualifications
- Support and promote the work of the Gypsy and Traveller liaison officer, colleges and work readiness providers to increase the number of young adults aged 16-24 who live on settled sites in full or part time employment.

General responsibilities include;

- To work with the Community Safety Manager to develop and implement measures to reduce site expenditure increase rental income, with legal services address rent arrears and develop and implement payment plans.
- To ensure Health and Safety Risk assessments are maintained and adhered to and provide assessments to other WCC departments as required.
- To provide expert advice and support in relation to the Gypsy and Traveller community for the benefit of WCC, other local authorities, Gypsy and Traveller community and the general public.
- To lead and direct all site management activity across the Gypsy and Traveller team.
- To work with and support the wider Gypsy and Traveller team with duties as required.
- Unsociable hours
- To work with and support the wider Trading Standards & Community Safety team, key partners and the public to realise the Warwickshire Vision of:

"creating a strong partnerships across all sectors to provide provision that addresses inequality and creates community cohesion within the Gypsy and Traveller communities, local residents and businesses".

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Minimum of 2 A levels or equivalent with GCSE Grades A-C in both Maths and English	A,D
Excellent communication skills both written, (reports, risk assessments, letters) and oral, (presenting, representing, negotiating, dealing with conflict)	A,I,T
Ability to make clear, accountable decisions	A,I
Experience of working in the direct support of deprived and/or excluded communities	A,I
Experience in working in partnership with internal, external organisations and/or the community in the delivery of the service or project	A,I
Understanding of the need for confidentiality	A,I
Commitment to the provision of excellent customer service	A,I
Ability to work independently, but also as part of a team	A,I
Excellent time management skills capable of multi-tasking and prioritising	A,I
Able to demonstrate commitment to Health and Safety, risk assessments and Equality of Opportunity	A,I
Ability to work irregular and /or unsociable hours in the execution of duties	A
Ability to effectively & efficiently travel around Warwickshire and beyond	A
Excellent IT skills including Word, excel, social media, and wider Microsoft applications.	A,I

Desirable Criteria

Assessed By:

Sound understanding of project management techniques with some practical experience of developing and leading multi-disciplinary projects	A,I
Experience of problem solving methodology, techniques and processes to address partnership or community concerns	A,I
Experience of working with Gypsy and Traveller community	A,I
Experience of working with deprived communities	A,I
Experience in property management and/or property development projects	A,I
Experience of delivering enforcement action	A,I
Experience of achieving a balanced budget and identifying cost savings for projects or service areas	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/using ladders on a regular/repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/squatting/kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/domestic duties
<input type="checkbox"/> Working on/or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable Adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	