



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

Town Warden

OCTOBER 2020

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*Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:
www.ramsey.gov.im*

RAMSEY TOWN COMMISSIONERS

TOWN WARDEN

An opportunity exists for suitably experienced and motivated individuals to join the workforce of Ramsey Town Commissioners in the position of Town Warden. There are two vacancies each for 10 hours per week.

For more details and an application form, please contact the undersigned or download them from www.ramsey.gov.im.

Applications close at 12 noon on Monday 16th November, 2020

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Candidates are asked to complete the attached application form in either type or black ink.

2. References

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

3. Closing Date

The closing date for receipt of applications is **12 noon on Monday, 16th November 2020**. Application forms should be returned to:

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey IM8 1RT

Applications should be marked:

**Private and Confidential
TOWN WARDEN**

Applications can also be emailed to: humanresources@rtc.gov.im, with a Subject line of "Works Supervisor".

4. Acknowledgement

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview on Tuesday, 24th November 2020.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Deputy Town Clerk at the above address.

RAMSEY TOWN COMMISSIONERS

MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015

JOB OUTLINE

DEPARTMENT Technical Services

DESIGNATION Town Warden

REPORTS TO Technical Assistant

DURATION OF POST 12 Month Fixed Term Contact

HOURS OF DUTY An average of 10 hours per week – with the requirement to undertake additional hours as agreed in advance. The hours will normally be worked between 7am and 7pm seven days per week.

If the hours worked exceeds 37 these hours will be paid at the applicable overtime rate.

JOB PURPOSE

Assist and support the Technical Assistant with the provision of the effective application and enforcement of statutory provisions, byelaws, regulations, orders and other legislation within the scope of the local authority with the purpose of providing a reassuring uniformed presence, improved community safety, deterring anti-social behaviour, fostering civic pride and improving the street environment.

SUMMARY OF MAIN DUTIES

1. Work as part of the Warden team ensuring compliance with all statutory provisions, byelaws, regulations, orders and other legislation within the remit of the Commission. Implement enforcement policies via preventative programmes and use of fixed penalties and/or prosecution.
2. Provide support duties to other Commissioner's service areas as required which could include, but is not limited to, attendance at events or working in other business areas of the Commission.
3. Gather evidence, which may include footage from the Commission's CCTV system, to support action against those committing byelaw infringements.
4. Keep accurate records of duties undertaken.

5. Attend Court as a witness – for which appropriate training will be provided.
6. Such other duties of a similar level of responsibility as may be required from time to time by the Technical Assistant and Technical Services Manager.

<u>SKILLS REQUIRED</u>	<u>Essential</u>	<u>Desirable</u>
A full valid driving licence		x
Good communication skills	x	
Ability to keep accurate notes and records	x	
Physically fit	x	
Ability to work under own initiative	x	

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

The job occupant has no responsibility for the supervision of other staff or contractors.

WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?

Vehicles, plant and machinery belonging to or on hire to Ramsey Town Commissioners.

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

On a daily basis when issuing advice, warning or prosecution/fixed penalty notices.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

Yes.

SIGNED – POST HOLDER _____

SIGNED – LINE MANAGER _____

SIGNED – TOWN CLERK _____

DATE _____

RAMSEY TOWN COMMISSIONERS

TOWN WARDEN

PERSON SPECIFICATION

Personal Qualities and Attributes (Essential – E; Desired – D; Interview – I)

REQUIREMENT		ESSENTIAL / DESIRABLE	TEST
EDUCATION - to include but not be limited to			
1.	Good level of general education with good literacy and numeracy skills	Desirable	Production of Certificates
EXPERIENCE - to include but not be limited to			
2.	Experience of working in a public facing or community role and of dealing with members of the public in a professional and efficient manner	Essential	Application Form and Interview
3.	To hold a current full driving licence	Desirable	Production of Driving Licence
4.	Ability to work to a high standard and under own initiative and able to record and maintain accurate records and write brief reports of work carried out	Essential	Application Form and Interview
5.	Willingness to wear a uniform and the ability to patrol the Town on foot or pedal cycle.	Essential	Application Form and Interview
6.	Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces.	Essential	Application Form and Interview
7.	Be capable of receiving and acting upon clear instructions	Essential	Application Form and Interview
8.	Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential	Application Form and Interview
9.	Be able to interview members of the public, observe and record evidence and appear in Court as a witness (training will be provided)	Desirable	Application Form and Interview
10.	Ability to manage confrontation while undertaking your duties in accordance with the Commission's values	Essential	Application Form and Interview

RAMSEY TOWN COMMISSIONERS

TOWN WARDEN

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority. The applicant may be required to undergo a DBS check.

2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

Period of Continuous Employment	Minimum Notice
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

By the Employee

Period of Continuous Employment	Minimum Notice
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 10 and 12 (currently £18,990 and £20,852) per annum pro rata. If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid weekly directly into the employee's bank account.

4. NORMAL WORKING HOURS

An average of 10 hours per week – with the requirement to undertake additional hours as agreed in advance.

The hours will normally be worked between 7am and 7pm Monday – Sunday.

There will be a requirement to work overtime which will be paid at the applicable rate.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 26 days after 10 years' service.

Length of Service	Annual Leave (Days)
On appointment	21
After 3 years	22
After 5 years	23
7 years	24
9 years	25
10 years	26

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Deputy Town Clerk.

7. DUTIES OF THE POST

See Job Description

Ramsey Town Commissioners

FUNCTIONS AND DUTIES

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation	Sheltered Housing Authority
Regulations/Enforcement	Administration
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	