



## **RAMSEY TOWN COMMISSIONERS**

Particulars relating to the post of  
**Town Warden**

**July 2025**

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*Further information can be obtained from the  
Ramsey Town Commissioners' Web Site at:  
[www.ramsey.gov.im](http://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. The position would be for up to 20 hours per week – this being a single person working 20 hours per week or two persons working 10 hours per week.

For more details please visit <https://www.ramsey.gov.im/your-commissioners/jobs/> .

Applications close at 5pm on Friday 5<sup>th</sup> September 2025

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

## **APPOINTMENT PROCEDURE**

### **1. Applications**

Applications should be submitted by completing an application form and sending with a covering letter and CV to: **Human Resources, Ramsey Town Hall, Ramsey, IM8 1RT** or via email to [humanresources@rtc.gov.im](mailto:humanresources@rtc.gov.im)

### **2. References**

The successful candidate will be required to provide the names of two referees.

### **3. Closing Date**

The closing date for receipt of applications is 5pm on Friday 5<sup>th</sup> September 2025

### **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.

### **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 Ramsey Town Hall.

## RAMSEY TOWN COMMISSIONERS

### MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015 & NEW STARTERS AND PROMOTIONS AGREEMENT 2016

#### **JOB OUTLINE**

<b>DEPARTMENT</b>	Technical Services
<b>DESIGNATION</b>	Town/Community Warden
<b>REPORTS TO</b>	Technical Assistant
<b>DURATION OF POST</b>	12 Month Fixed Term Contact

**HOURS OF DUTY**      **20 hours per week or 10 hrs** where two people are employed—there may be a requirement to undertake additional hours, but this will be agreed in advance. The hours will normally be worked between 7am and 7pm spread over three to four days within the week.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>A</b>	8am – 12pm	-	2pm – 7pm	-	10am – 3pm	-	9am – 3pm
<b>B</b>	-	7am – 12pm	-	11am – 4pm	3pm – 7pm	8am – 2pm	-
<b>C</b>	3pm – 7pm	-	7am – 1pm	12noon – 5pm	-	1pm – 6pm	-
<b>D</b>	7am – 12noon	11am – 4pm	-	-	9am – 2pm	-	12noon – 5pm
<b>E</b>	-	2pm – 7pm	10am – 3pm	-	7am – 1pm	9am – 1pm	-
<b>F</b>	12noon – 6pm	-	-	7am – 1pm	-	-	3pm – 7pm
<b>G</b>	10am – 2pm	11am – 3pm	-	1pm – 4pm	12noon – 4pm	-	7am – 12 noon

This is subject to change following periodic review.

#### **JOB PURPOSE**

Assist and support the Technical Assistant with the provision of the effective application and enforcement of statutory provisions, byelaws, regulations, order's and other legislation within the scope of the local authority.

Provide a reassuring uniformed presence to deter anti-social behaviour and promote crime prevention.

## **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.
2. Implement enforcement policies via preventative programmes and use of fixed penalties and/or prosecution.
3. Be familiar with and adhere to procedures and systems devised for the collection of evidence in cases of infringement of byelaws or statutory provisions.
4. Undertake patrols (foot/bicycle) throughout the town identifying areas of regular activity, or abuse of the byelaws providing intelligence as appropriate.
5. Promote good relations and provide information on local facilities to residents and visitors always maintaining a positive and friendly demeanour.
6. Working with visitors and residents to help resolve parking related issues.
7. Assist in maintaining accurate and up-to-date records and actions taken for the purposes of the production of reports on byelaws, regulations, orders and other legislation infringements.
8. Gather evidence to support action against those committing byelaw infringements, including making the Technical Assistant aware if the Commission's CCTV System may provide supporting evidence that they may wish to request.
9. Keep accurate records for timesheets, holidays and sick leave.
10. Attend Court as a witness as and when required – for which appropriate training will be provided.
11. Be discrete and confidential.
12. Assist in the maintenance and cleanliness of the town where practical with littering offences by removing offending items to the nearest receptacle after gathering any evidence.
13. Inspect life buoys and ensure that they are fit for purpose and have not been vandalised.
14. 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.

## **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 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?**

Yes, when issuing warning or prosecution/fixed penalty notices associated with their role or when delivering mail or other information to assist the Technical Assistant or the Technical Services Manager.

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

Occasionally

**SIGNED – POST HOLDER**

\_\_\_\_\_

**SIGNED – LINE MANAGER**

\_\_\_\_\_

**SIGNED – TOWN CLERK**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

# RAMSEY TOWN COMMISSIONERS

## Town/ Community Warden

### PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT
<b>EDUCATION AND QUALIFICATIONS</b>		
Good level of general education	Desirable	Pre-employment checks
<b>EXPERIENCE</b>		
Proficiency in a similar role	Desirable	Application and Interview
Experience of working with procedures relating to safe working practices	Essential	Application and Interview
<b>KNOWLEDGE AND SKILLS</b>		
Effective verbal and written communication skills, with the ability to converse well with a variety of contacts, including members of the public and fellow team members	Essential	Application and Interview
A clear working knowledge of Health and Safety at Work legislation and the importance of maintaining high standards of health and safety and of completing risk assessments	Essential	Application and Interview
Ability and willingness to work with interruptions and to undertake all duties expected in the role regardless of weather conditions	Essential	Application and Interview
Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential	Application and Interview
Understanding of the necessity to maintain an awareness and ability of appropriate conduct whilst undertaking duties	Essential	Application and Interview
Be capable of receiving and acting upon clear instructions	Essential	Application and Interview
<b>CHARACTER</b>		
Ability to foster good working relationships at all levels	Essential	Application and Interview
A positive work attitude and the ability to remain calm under pressure	Essential	Application and Interview
Willingness and ability to be flexible when required in relation to hours and duties	Essential	Application and Interview
<b>OTHER REQUIREMENTS</b>		



To hold a current full valid current driving licence	Essential	Pre-employment checks
Physically fit and capable of performing shift on foot or bicycle	Essential	Application and Interview
Isle of Man Worker	Desirable	Application and Pre-employment checks

## 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**

<b>Period of Continuous Employment</b>	<b>Minimum Notice</b>
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**

<b>Period of Continuous Employment</b>	<b>Minimum Notice</b>
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.

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 2, salary scale points 13 (currently £26,286) 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. Salaries are paid monthly directly into the employee’s bank account.

#### **4. NORMAL WORKING HOURS**

An average of 10 or 20 hours per week. The hours will normally be worked between 7am and 7pm spread over three to four days within the week.  
There may be a need to work additional hours which will be agreed in advance.

#### **5. ANNUAL AND PUBLIC HOLIDAYS**

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 28 days after 10 years' service based on working full time.

<b>Length of Service</b>	<b>Annual Leave (Days)</b>
On appointment	21
After 1 years	22
After 3 years	24
After 5 years	25
After 8 years	27
After 10 years	28

You will receive a pro-rata holiday entitlement.

In addition the appointee will be entitled to public holidays as laid down by the Treasury.

#### **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 Regulations/Enforcement	Sheltered Housing Authority 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	