



Role Profile

Job Title:	Team Leader
Location:	Region
Reporting to:	Team Manager
Responsible for:	Operatives and/or other delivery staff

Summary of the role

To be responsible for carrying out any duties within your capability as required to support estate delivery, taking the lead for a group of people and/or tasks.

Duties of the role

The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with any new policies that are introduced.

Corporate duties

- a. To develop and maintain effective collaborative working relationships with all people both internal and external.
- b. To be personally responsible for following all company policies including, but not limited to, Operating Procedures of the Company Health and Safety manual, Environment and Sustainable Development, Sustainable Procurement and Security.
- c. To ensure Landmarc meets the needs of our service users we all work flexibly. This means everyone undertakes development and contributes towards continuous improvement and works in a way in which we are all willing to change our hours of work, tasks and locations, sometimes at short notice.

Primary duties

- To be responsible for coordinating a team as the first line manager by being the first point of contact, task allocation and work checking. This includes conducting work place talks, coordinating annual leave requests, overtime claims, informal ABC process management and benchMARC progress meetings.
- To ensure that the Training Estate Facilities are fit for purpose in accordance with the allocation and ensures compliance with the NTEP service modules e.g. preparing training areas for use, preventative maintenance, grounds maintenance, operation and maintenance of plant and equipment, forestry and arborical work, manufacturing targets, housekeeping, equipment testing and calibrating, sustainability tasks, general maintenance, soft FM, stock management, waste services, reactive maintenance, vegetation maintenance, operation and maintenance of plant equipment.
- To ensure that the Training Estate Facilities adhere to safe systems of work e.g. control of access, warning systems including training control offices, radar and flags, reporting defects, reporting unauthorised persons on the Training Area Estate.

- To liaise with all stakeholders to ensure effective training area delivery e.g. handover/ take back of facilities with service users including providing information on 'maximising' the facility, the Employers representatives regarding training area safety and usage, the disposal of hazardous military waste, direct and advice wider training estate users including the general public and other contractors regarding the removal of waste and the receipt of goods.
- To complete all relevant documentation utilising both IT and paper based systems.

Secondary duties

- To carry out additional works in response to additional contract requirements (Fee earning)
- Maintain competence, skills and abilities within relevant discipline.
- To ensure that the Training Estate Facilities are fit for purpose in compliance with the NTEP service modules e.g. maintenance relating to other trade skills, operation and maintenance of plant equipment, IT, working on other sites with travel where required.
- Mentoring apprentices or trainees.
- Accept appointment as Authorised Person (AP) for safe systems of work in relevant skills discipline as required to support the business.
- Driving tasks including specialist plant machinery where required.

Ideal person

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

What you know

- Knowledge of H&S such as COSHH, manual handling, risk assessments and safe systems of work to IOSH Managing Safely Level.
- Knowledge of working in a rural environment.
- Knowledge of range assignment instructions and range standing orders.
- Experience of track and fencing maintenance.
- Experience as a range/ training area user.
- Experience of communicating with customers.
- Experience in Estate Services and Maintenance.

What you can do

- Take the lead and be responsible for other people working in the team.
- Follow company policies and focus on the informal stages of people management.
- Communicate clearly with people on all levels.
- Work in a diverse multi-tasking mobile team environment
- Basic laboring, caretaking and housekeeping skills
- Rural, forestry or arborical skills.
- Demonstrate proven track record of achieving objectives
- Ability to operate rural plant and machinery (holds valid certificate)
- Ability to operate and maintain a range of tools and equipment
- Ability to complete documentation
- Basic IT skills
- Be vaccinated against work place risks e.g. Tetanus, Polio and Hepatitis A & B
- Willingness to undertake training to work in high risk areas e.g. confined spaces, working at height.

Prerequisites for employment

- Full driving license valid in the United Kingdom
- Where required, hold specialist licences e.g. HGV class 1.
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).



Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case we must improvise, adapt and overcome to remain relevant to Our Mission.