



PORT ERIN COMMISSIONERS

Particulars relating to the post

of

SEASONAL GENERAL

WORKER

February 2024

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*Further information can be obtained from the
Port Erin Commissioners' Web Site at:
www.porterin.gov.im*

PORT ERIN COMMISSIONERS

SEASONAL GENERAL WORKER

An opportunity exists for suitably experienced and motivated individual to join the workforce of Port Erin Commissioners in the position of Seasonal General Worker on a fixed term contract of up to 26 weeks. The position is for a 37 hour week.

The successful candidate will assist the Works Supervisor with a range of duties.

Applications close at 12 noon on Wednesday, 6th March 2024.

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

J M Roberts
Clerk
Port Erin Commissioners
Commissioners' Office
Port Erin
IM9 6AN

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 Wednesday, 6th March 2024**. Application forms should be returned to:

J M Roberts
Clerk
Port Erin Commissioners
Commissioners' Office
Bridson St, Port Erin, IM9 6AN

All applications should be marked:

**Private and Confidential
SEASONAL GENERAL WORKER**

Applications can also be emailed to: hr@porterin.gov.im, with a Subject line of "Seasonal General Worker".

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 Clerk at the above address.

PORT ERIN COMMISSIONERS

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

JOB OUTLINE

DEPARTMENT	Works		
DESIGNATION	Seasonal General Worker		
REPORTS TO	Works Supervisor		
DURATION OF POST	Fixed Term - Maximum 26 weeks		
HOURS OF DUTY	Normal hours of work – 37 hours per week		
	Monday – Thursday	8.30 am to 12:00pm	12:30pm to 4.30pm
	Friday	8.30 am to 12:00pm	12:30pm to 4.00pm

The post holder will be expected undertake duties outside of these hours, including weekends, which will be paid at the applicable overtime rate.

JOB PURPOSE

To undertake work and assist the Works Supervisor in carrying out duties including waste & litter collection, street cleaning, maintenance of landscaped areas, road gully cleaning and assisting in the maintenance of grounds in parks, housing estates, highway areas and similar open spaces.

SUMMARY OF MAIN DUTIES

1. Undertaking general maintenance with minimal supervision to complete tasks including mowing, hedge trimming, waste & litter collection, road gully cleaning and setting up of events all to a standard set by the Works Supervisor.
2. Hard and soft landscaping to include basic construction.
3. Use of and routine daily maintenance of various hand tools, power tools, and plant, including the operation of tractor-mounted equipment where the level of training allows.
4. Maintain a safe and clean working environment.
5. Delivery/collection of supplies.

6. Interdepartmental and Authority working as required/necessary.

7. Such other duties of a similar level of responsibility as may be required from time to time by the Works Supervisor or the Clerk.

<u>SKILLS REQUIRED</u>	<u>Essential</u>	<u>Desirable</u>
A full valid driving licence	x	
Experience in the use of general pedestrain mowers and strimmer's		x
Valid NPTC Certification in the safe use of pesticide PA1, PA6		x
Experience in general labouring activities which may include concreting, fencing, tree work, street sweeping	x	
Physically fit, with the ability to lift and carry heavy weights. Ability to litter pick on foot as part of routine sweeping operations.	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)?

1. All tools, equipment and materials (e.g. Hand tools, pedestrian mowers, strimmers, saws, hedge cutters, blowers, spraying equipment, ride on mowers, mini and compact tractors and attachments etc., required to be used by the post holder and belonging to or on hire to the Works Department. The use of the above is conditional on adequate training and up to date certificates of competence where applicable.
2. Light Van, Pick up vehicles, towed equipment e.g. Plant trailers, Water Bowsers etc., street sweeper and refuse vehicle used by the post holder and belonging to or on hire to Port Erin Commissioners. The towing of any equipment is restricted by licence categories.

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

On a daily basis as part of the role is performed within public parks and areas.

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

Yes.

SIGNED – POST HOLDER _____
SIGNED – LINE MANAGER _____
SIGNED – CLERK _____
DATE _____

PORT ERIN COMMISSIONERS
SEASONAL GENERAL WORKER
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	Desirable	Production of Certificates
EXPERIENCE - to include but not be limited to			
2.	Experience in a similar role	Desirable	Application Form and Interview
3.	To hold a current full driving licence.	Essential	Production of Driving Licence
4.	To work to a high standard.	Essential	Application Form and Interview
5.	Familiarity with all procedures relating to safe working practices	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

PORT ERIN COMMISSIONERS

SEASONAL GENERAL WORKER

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is for a fixed term position for a maximum of 26 weeks.

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.

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

By the Employee

Period of Continuous Employment	Minimum Notice
One month or more but less than two years	One Week

3. **SALARY AND CONDITIONS OF SERVICE**

Port Erin Commissioners 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 point 10 (currently £21,551), however, Port Erin Commissioners has adopted the Isle of Man Living Wage which is currently £12.01 per hour which equates to £23,107 per annum. Salaries are paid weekly directly into the employee's bank account.

4. NORMAL WORKING HOURS

Monday to Thursday	8:30 am to 12:30 pm and 1:00 pm to 4:30 pm
Friday	8:30 am to 12:30 pm and 1:00 pm to 4:00 pm

- a 5 day, 37 hour week.

The post holder will be expected undertake duties outside of these hours, including weekends, which will be paid at the applicable overtime rate.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days pro rata.

Length of Service	Annual Leave (Days)
On appointment	21 pro rata

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. DUTIES OF THE POST

See Job Description

Port Erin Commissioners

FUNCTIONS AND DUTIES

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