

**LISTER HOUSING CO-OPERATIVE LTD GARDENER / HANDYPERSON - PART-TIME
- JOB DESCRIPTION**

Lister Housing Co-operative is a small but busy housing co-operative based in Lauriston Place. It has 185 rented flats which are let out at affordable rents to those in housing need. Lister has an office on site with a dedicated team of professionals to provide services to tenants and applicants, and service the tenant controlled Management Committee.

The flats are on two adjacent sites which are two rectangular blocks with two landscaped, shared back gardens (greens) in the centre of each. There are also front gardens along one side of one block (thirteen), and some individual back gardens (nineteen).

Lister's main interest is to have the gardens maintained and enhanced so that they are a neat and pleasant place for the residents to use. In addition Lister wishes the gardener to carry out general handyman duties and assist in managing the usage of the back greens. The gardener shall assist in ensuring where possible compliance by children in the Lister Code of Conduct for children and liaise with tenants over matters relating to the usage of the back greens and maintenance of it and all gardens. The Gardener will liaise with the Back Green gardening groups.

There is a tool cupboard and large storage cellar for the use of the gardener. Lister will provide all equipment and tools and any required protective gear. A powered lawnmower, hedge trimmer and strimmer are among the tools owned by Lister. There is a comprehensive health & safety policy.

In addition to gardening duties there are two other components of the post:

- a. To do stair-cleaning - weekly (1 stair); fortnightly (4 stairs); monthly (1 stair), plus stair windows in 2 stairs. Sweep and then mop all stairs including entrance platt and steps.
- b. Handyman - any other tasks as identified by Lister.

This is a permanent post, after a 6 month probationary period.. The Co-operative uses the Employers in Voluntary Housing salaries and conditions of service. Annual leave & sickness pay is payable, and the post-holder can participate in the Defined Contribution pension scheme. There are good holidays (5 weeks and 15 public holidays - all pro-rata). There is a Code of Conduct for staff. There are a number of policies that all employees have to abide by. Training will be provided.

Hours: 22.5 hours per week spread over at least three days (between Monday - Friday inclusive). There shall be a reasonable spread of days throughout the week. In the busy summer period there is the option (subject to prior agreement) to work up to 5 additional hours per week to tackle the workload.

Salary: EVH Grade TAS 2 - £18,204 p.a *pro rata*

Conditions of service: See summary of the full EVH conditions, at the end of the document.

Responsible to: The Director (and in his absence, the Housing Officer).

Responsible for: Equipment use and safe storage, personal safety,

Person description: The gardener must be a capable and competent person experienced in gardening work. The gardener must be trustworthy and have a pleasant manner, good communication skills and be capable and confident in dealing with adults and children. Experience of working for a housing organisation is not essential. Good fitness and reasonable strength is essential.

Other information: The Co-operative aims to be an equal opportunities employer and all employees must abide by the equal opportunities statement and policy. All inside office/gardener store areas of the Co-operative are no-smoking areas, to comply with the Scottish no-smoking legislation.

References: The names, addresses and telephone numbers, if available, of 2 referees must be supplied - preferably one at least of your most recent employer.

Probationary period: There is a six month probationary period before permanent employment is confirmed. The post-holder must meet minimum expected standards.

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GARDENER/HANDYPERSON - PRINCIPAL RESPONSIBILITIES OF THE POST

1. MAINTENANCE OF SHARED BACK GREENS, INDIVIDUAL FRONT/REAR GARDENS AND OTHER EXTERNAL AREAS OWNED BY THE CO-OPERATIVE

a. *Grassed areas*

- (i) Maintain all grass areas, cutting as appropriate. Removing any stones or other objects beforehand. Remove clippings to compost bins. Edge with an edging iron where grass meets paths and shrub beds.
- (ii) Apply fertiliser, etc., as appropriate.

b. *Shrub beds, bushes, hedges, etc.*

- (i) Maintain, prune and weed shrub beds, bushes and hedges.
- (ii) Apply fertiliser, etc., as appropriate. Spread compost, when available, on shrub beds.
- (iii) Refresh tired areas with new planting as appropriate to enhance gardens and beds, etc.

c. *Compost bins / recycling*

To carry out our local composting where possible. To fill and manage brown wheelie bins for uplift by the Council. To work with the Main Site Garden Group on this composting/recycling

d. *Trees*

Check tree ties for correct support. Check for damage and discuss proposed action with the Housing Office/Director . No significant lopping to be done without the authorisation of the Co-operative. Keep front hedges / shrubs / trees neatly pruned to front railings. Keep tree branches away from street furniture especially School crossing sign at 10 Lauriston Place.

e. *Hard surfaces*

Hand weed hard surface areas, including edges between front building walls/pavements. Apply weed-killer / moss-killer as appropriate to control weeds and moss. Use pressure washer to keep surfaces clean.

f. *Litter*

Collect litter regularly from the whole of the site. Empty any litter bins and report any repairs/faults. Keep Main Site garden external compound area tidy.

g. *Weed-killers and other chemical treatments*

Weed-killers and other treatments may only be used with the prior approval of the Director.

2 STAIR CLEANING

a. **Stairs:** Remove rubbish/litter; Sweep stairs, handrails, balusters, step edges, basement areas, front steps and platt. Prior to sweeping/mopping, stand any doormats upright out of the way and leave them in that position. Mop with soapy water: stairs, basements, front steps and platt. Remove excess water. Wipe all ledges and cills (internally).

b. **Windows:** Wash using soapy water/window cleanser; clear window of drips, wipe down spills, woodwork. Refix all Week's catches in the window-stop position. Wash any internal glass in the stair.

3. GENERAL HANDYPERSON WORK

Handyperson work occurs regularly and shall be instructed by the Housing Officer / Director. This could include removal of bulky or dumped items, carrying out minor repairs, touching up paintwork, oiling locks and hinges, removing graffiti, unblocking surface blockages of drains, clearing snow & ice, general cleaning of external areas, etc. The Gardener is expected to use their initiative in these possible works, seeking advice where appropriate. Certain items should be carried out at regular intervals. The post-holder is to safely store and maintain all tools associated with the post-holders work, keeping them tidy, oiled and in reasonable order, reporting any faults to the Housing Officer/Director.

4. LIAISON WITH TENANT GARDENING GROUP(S)

There is a Main Site back green group in operation, consisting of tenants and their household members who take an active part in gardening and the operation of the Main Site back green. There may, in the future, be a similar Group formed in the New Site. The Lister Gardener must liaise closely with the Garden Group Committee / Post-holders to ensure good co-operation. Any queries on this to be referred to the Housing Officer.

5. USAGE OF THE BACK GREENS

The gardener shall assist in the management of the usage of the back greens. This involves promoting the Lister Code of Conduct with adults and children, and assisting in the prevention of vandalism and litter. All matters shall be reported to the Housing Officer.

6. OTHER TASKS / WORK

Any other task commensurate with the post as directed by the Director/Housing Officer.

7. HEALTH AND SAFETY / PERSONAL PROTECTIVE EQUIPMENT (PPE)

Lister has a comprehensive health & safety policy, system of procedures and Manual to assist in meeting our obligations, providing a safe working environment and safety for garden users and the public. The post-holder must follow this system and report any relevant matters. For all equipment (e.g. lawn-mower, strimming, etc.) appropriate Health & Safety advice must be followed, for treatments, all COSHH and Material Safety Data Sheets must be studied and followed beforehand. PPE will be supplied by Lister and must be worn at all times for specific operations/tasks.

8. TRAINING

Training shall be provided and opportunities for up-dating of skills from time to time.

9. MOBILE TELEPHONE

The Gardener shall use a mobile phone and be contactable at all times whilst at work at Lister. A phone shall be provided by Lister, unless the post-holder wishes to use their personal mobile and a small allowance will be given.

10. DISCLOSURE CHECK

It is a requirement of the post that the post-holder seeks a *Basic Disclosure* from Disclosure Scotland, and that it is shown to Lister and Lister is satisfied with the contents. The fee payable to Disclosure Scotland shall be refunded by Lister. Lister may decide to not confirm the appointment of the post-holder if it is not satisfied for whatever reason with the Basic Disclosure Certificate or the post-holder refuses or is unable to provide sight of a Basic

Disclosure Certificate within a reasonable period of time. The post-holder shall not be employed permanently until this stage is passed, and up till that point they shall be deemed to be paid on a casual basis, from week to week. A Basic Disclosure Check shall be done every 3 years, the cost refunded by Lister. Lister reserves the right to end the employment of the post-holder if in the future a required triennial Basic Disclosure check is not carried out or Lister is not satisfied with the contents of the Certificate for whatever reason.

10. CODES Complete a declaration form annually in respect of good governance & declaration of interest matters. Abide by all relevant policies and procedures in place at Lister.

SUMMARY OF CONDITIONS OF SERVICE PROVIDED THROUGH EMPLOYERS IN VOLUNTARY HOUSING (EVH) - GARDENER POST

Lister is a full member of EVH, who are a representative body for social housing employers (i.e. housing associations and co-operatives). This means that all staff have the same conditions of service and are placed on salary scales negotiated collectively by EVH on behalf of its members.

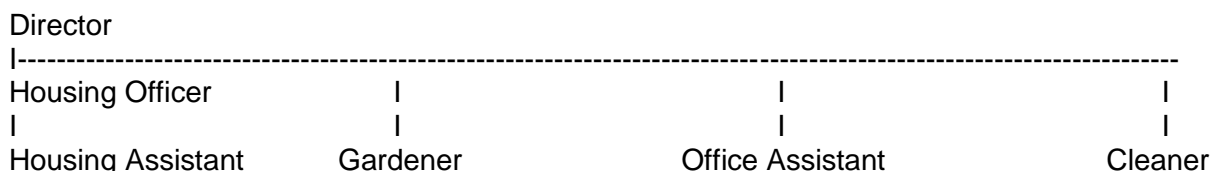
There is generally an annual cost-of-living increase dated from 1 April each year.

A summary of the EVH conditions of service is as follows:

1. Part-time salaries are based pro-rata on a 35 hour full-time week.
2. Annual leave of 25 days and 15 days of public holiday. Part-time = pro rata.
3. Good sickness, maternity and paternity leave provisions.
4. Clear disciplinary and grievance procedures.
5. Ability to join the good contributory Defined Contribution occupational pension offered by Lister. Employer contributes 10% of salary if Employee contributes a minimum of 5% (the employee can contribute more than 5%). Otherwise auto-enrolment applies.
6. Comprehensive Health & Safety Policy and Manual. Good training opportunities. Ability to join a Trade Union.

In addition this post requires a satisfactory Basic Disclosure certificate to be shown to Lister and the permanent post will not be confirmed until that has been received and accepted.

STAFF STRUCTURE AT LISTER



ETHOS

As an employee of Lister you act as a representative of the Co-operative when interacting with our tenants, their children and members of the public. It is expected that you will do so in a polite, courteous and friendly manner. Working in a housing co-operative there is an additional expectation that the interest and involvement of tenants will be supported.

Procedure note no:		Last reviewed:	19 July 2019
File reference:	Esg2014r/Job Desc Gardener 2020	Last updated:	19 July 2019
Adopted:	1989	Review no:	4
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LISTER HOUSING CO-OPERATIVE LTD

PART-TIME GARDENER / HANDYPERSON - PERSON SPECIFICATION

These criteria will be assessed using the Application form, References and Interview.

CRITERIA	ESSENTIAL / DESIRABLE	
<i>A. Training, equipment skills</i>		
1. Willingness to undertake training	Essential	
2. Ability to use tools/equipment (mower, strimmer, hedge-trimmer)	Essential	
3. Knowledge of equipment maintenance	Desirable	
<i>B. Knowledge, skills and experience</i>		
1. Knowledge of health & safety issues	Essential	
2. Mature attitude to safety procedures	Essential	
3. Good verbal communication skills	Essential	
4. Good written communication skills	Desirable	
5. Experience of gardening, planting, shrubs and plants	Essential	
6. Experience of grounds maintenance routines	Desirable	
7. Experience of handyman role and duties	Desirable	
8. Experience of using chemical treatments	Desirable	
<i>C. Personal qualities</i>		
1. Flexible and responsible approach to work	Essential	
2. Ability to work unsupervised	Essential	
3. Ability to relate to children / adults / members of the public	Essential	
4. Experience of community organisations	Desirable	
5. Physical fitness to undertake manual tasks outdoors including using powered equipment, carrying, lifting, pushing, etc.	Essential	
6. Ability to work with others in the Lister team	Desirable	
7. Able to respond calmly to emergencies	Desirable	
8. Honest and reliable	Essential	
<i>D. Other requirements</i>		
To provide sight of a Basic Disclosure certificate received in last 7 days*	Essential	*Only the successful candidate will be required to produce a Basic Disclosure certificate

Lister - Job applicant Privacy notice

Introduction

The purpose of this job applicant privacy notice is to explain to you the reasons for which we will hold and use your personal data and explain your rights under the current data protection laws. As the recruiter we will collect and process personal data relating to you to conduct our recruitment process. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you.

You are under no statutory or contractual obligation to provide data to Lister during the recruitment process, however if you do not provide some or all of the information, Lister may not be able to process your application properly or at all.

You are under no obligation to answer the equal opportunities monitoring questions and there are no consequences for your application if you choose not to answer any or all of the questions. However Lister does insist that you return the form with your job application form, so that we know your choices/have declined to answer some or all of the questions, and it is not that you have forgotten to enclose the form

Data Controller Lister Housing Co-operative Ltd - we are registered as a data controller with the Information Commissioner Office, number Z616971X.

Data Protection Officer the firm RGDP LLP provided a DPO service to us. They can be contacted at: info@rgdp.co.uk or on 0131 222 3239..

Where does your personal information come from?

The organisation may collect this information in several ways which include:

- Recruitment processes including information obtained from agencies
- Your identification documents you have given us
- Background checks conditional for your engagement with us
 - PVG/Disclosure/DVLA checks relating to criminal convictions/offences
- Former employers or other individuals whom you have given us permission to contact to provide us with a reference. This data will include:
 - Your work history with them, including your dates you were with them,
 - the work tasks you did,
 - your level of responsibility,
 - job title,
 - salary on leaving,
 - reason for leaving their workplace and
 - any other information supplied by them.
- Medical professionals provide us with appropriate health information in order that we can manage any health- related situations that may have an impact on your ability to work with us.
- Professional organisations, e.g. Chartered Institute of Housing - to confirm membership qualifications/training.

What Information do we collect?

The organisation controls and processes a range of information about you. In this privacy notice 'your personal information' means your personal data i.e. information about you from which you can be identified. Your 'personal information' does not include data where your identity has been removed (anonymous data). It is really important that your personal

information that we hold and process is accurate and up to date. Please keep us informed if your personal information changes.

This includes:

- Your name, address, and contact details including email address and telephone number.
- Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces
- Information about your remuneration, including entitlement to benefits such as, pay, pension and holidays
- Information about your nationality and entitlement to work in the UK
- Information about any criminal convictions if relevant for your job.
- Information about medical or health conditions, including if you have a disability for which the organisation needs to make reasonable adjustments
- Equal opportunities monitoring information [collected and retained anonymously]

The data we hold on you may be securely stored in paper and electronic form in accordance with Lister's information retention policy.

Processing Personal Data

As an organisation we will process data in accordance with the following legal grounds:

To enter a Contract with you:

We need to process the data we hold on you in order that we comply with our obligations with you under the contract we have with each other. This includes;

- To contact you regarding the recruitment process and any offer of work
- To decide on any subsequent appointment
- To obtain references from names and addresses supplied by you
- The need to process your data to determine the terms of any potential contract with you and subsequently to enter a contract of employment with you.

Legal Obligations:

We are required;

- to obtain checks regarding your right to work in the UK,
- to make a decision regarding the recruitment and any subsequent appointment
- to have health information to make any reasonable adjustments to attend interview and comply with employment related law.

Legitimate Interests:

We are also required to process your data in accordance with our legitimate interests which can occur, during and after our recruitment process which will allow us to:

- Run recruitment and promotion processes, and select and offer a suitable candidate a role with Lister.
- Obtain references from the referees that you have given us contact details for.
- Confirm personal membership of professional organisations in relation to the role you are applying for.
- Conduct any regulatory checks and/or statutory check/requirements in relation to your engagement with us.
- To adhere to our own equal opportunity practices and carry out monitoring to review our equality of opportunity policies and practices.

Information regarding Criminal convictions

To enable us to make recruitment decisions and assess suitability for particular work, we will process information about criminal convictions and offences (including alleged offences) through the appropriate mechanisms such as PVG scheme and Disclosure Scotland.

We will process this information to enter a contract with you, to comply with a legal obligation, for our legitimate purposes (in selecting suitable employees, workers and contractors), and to exercise or perform employment law rights and obligations.

Any offer of work from us in respect of certain roles will be subject to a satisfactory criminal record check:

- Where we are legally required by a regulatory or funding body to carry out a standard/enhanced disclosure check/PVG.
- Where the role is eligible for a standard/enhanced disclosure check.
- Where the role requires a high degree of trust and integrity. In such roles we will require a basic disclosure from you.

Access to Data and Security

In order to process your data in accordance with the grounds stated above the following will have access to your data:

Internally:

Director, Housing Officer (in absence of Director), Office-bearers, Those involved in the recruitment process.

Third parties:

We may share your personal information with the following third parties if this is required by law; necessary to enter a contract with you; where there is another legitimate interest in doing so; or where it is necessary to protect your vital interests or those of another person.

- For the purposes of pre-employment checks: current and former employers, disclosure and PVG.
- Our professional advisers
- Other third parties as necessary to comply with your contract of engagement and other associated policies and procedures; pension administration; IT provider; external accountants & auditors, other third party organisations to comply with our legal and statutory obligations.
- Any other third parties as necessary to comply with the law

We will not share your information outside of the EU.

Your Rights

As a data subject, you have a number of rights, as follows:

- To be informed of the personal data we hold on you
- Access and obtain a copy of all your personal data on request
- Require the organisation to change incorrect or incomplete personal data
- Require the organisation to delete or stop processing your personal data e.g. where the data is no longer necessary for the purposes; and object to the processing of your data where the organisation does not require to process it

- To personal data portability
- To object to the personal data we hold on you

If you would like to exercise any of the above rights, please contact the Director.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

If your application is unsuccessful Lister will retain your information of a period of 9 months.

If you start work with us following the recruitment process, we will give you a copy of our Worker Privacy notice and will retain your personal information as detailed in that notice.

I _____ [print name] confirm that I have read and understood the contents of this job applicant privacy notice.

Signed

Date

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Lister - Job applicant Privacy notice

Appendix 1 - Conditions for Processing Special Category Data

The information below is an extract from the ICO guidance and is available directly from their website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

The conditions below are listed in Article 9(2)

- (a) The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- (b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- (c) Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation , association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

- (e) Processing relates to personal data which are manifestly made public by the data subject;
- (f) Processing is necessary for the establishment, exercise of defence of legal claims or whenever courts are acting in their judicial capacity;
- (g) Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- (h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment of the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- (i) Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89 (1) based on Union Member State law which shall be proportionate to the aim pursued, respect the essence of the right to the data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Some of these conditions make reference to UK law, and the GDPR also gives member states the scope to add more conditions. The Data Protection Bill includes proposals for additional conditions and safeguards, and the ICO will publish more detailed guidance here once these provisions are finalised.