

Job Description and Person Specification



Job Description

Job Title	Stockperson
Grade	3
Service	Adult and Older People's Social Care
Reports to	Senior Support assistant
Location	Brandon Wood Farm
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

Under the provision of the Senior Stockperson, assist with the management of livestock and grassland. Provide support, advice and guidance on matters relating to agricultural activities to staff, service users and visitors to the centre.

Main Duties & Key Accountabilities

Core Knowledge

1. To undertake the duties of the post in accordance with relevant laws and regulations relating to livestock and pasture management and health and safety, including the operating of machinery.
2. Under the guidance of the Senior Stockperson provide support, advice and guidance to group or individual activities, in respect of agricultural activities.
3. To assist in the day-to day record keeping on matters pertaining to livestock and alert the Senior Stockperson/Centre Manager to any developments causing concern related to animal welfare.
4. To attend meetings and contribute to the work of the team on a regular and ongoing basis.
5. To attend appropriate training course as required
6. To assist with:
 - Livestock purchase and sale
 - Purchase of agricultural feed
 - Breeding and rearing of livestock
 - Maintaining good environmental conditions for livestock as laid down by the Senior Stockperson, including shelters, bedding and fencing
 - Grassland management, i.e., weeds and pest control
 - Security of farm buildings and equipment

7. To follow laid down procedures and policies relating to finance, confidentiality and record keeping
8. To work flexible hours the week, including evenings, weekends and bank holidays
9. Under the guidance of the centre manager, act in the absence of the Senior stockperson, in respect to the daily management, welfare and security livestock
10. To maintain an awareness of your own and other responsibilities for Health and Safety in the workplace.
11. Any other duties and responsibilities withing the range of the salary grade.

Key relationship

External Vets Friends of Brandon Wood (Wood management) Land Management companies Neighbouring Farmers General Public (using woods) Payback Scheme (onsite at weekends) Trainers	Internal Whitley Depot- Repairs Trainers Social Workers Support Coordinators and managers of Day services
--	--

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> To have knowledge of and be able to demonstrate, a commitment to the City Council's Equal Opportunities Policy 	
<ul style="list-style-type: none"> Of the welfare of livestock, e.g., feeding, breeding, routine tasks and grassland management 	
<ul style="list-style-type: none"> Of the Health and safety Regulations in respect to DEFRA, keeping abreast of legislation, as well as an awareness of general Health and Safety issues/Risk Assessment Processes 	
<ul style="list-style-type: none"> To Identify sick animals and when to take appropriate action 	
Skills and Abilities	
<ul style="list-style-type: none"> Effective communication-verbal and written 	
<ul style="list-style-type: none"> The handling of large and small animals 	
<ul style="list-style-type: none"> To appropriately restrain and isolate a sick animal 	
<ul style="list-style-type: none"> To drive tractor and other associated machinery 	
<ul style="list-style-type: none"> To administer drugs to animals, e.g, orally, subcutaneously and intramuscular 	
<ul style="list-style-type: none"> To impart skills and knowledge to a variety of people, both as individuals and as a group 	
<ul style="list-style-type: none"> To be able to support people with learning difficulties in achieving their person goals 	
<ul style="list-style-type: none"> To appropriately manage service users who display behaviour that sometimes challenges the service 	
<ul style="list-style-type: none"> To work alone and use initiative within the policies and procedures of Coventry City Council and Brandon Wood Farm 	
<ul style="list-style-type: none"> Commitment to personal development, participating in any training relevant to the role 	
<ul style="list-style-type: none"> To apply knowledge of health and safety into the various tasks and undertakings 	
<ul style="list-style-type: none"> To contribute to the development of the farm 	
Experience/Qualifications	
An NVQ 2/Diploma Level 2 qualification in an area of animal care or Proven experience working with animals on a farm.	

Verbal and written English skills; basic mathematical skills.
Special Requirements
<ul style="list-style-type: none"> Available to work flexible hours over the week, including evenings, weekends and bank holidays.
<ul style="list-style-type: none"> This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
<ul style="list-style-type: none"> This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

Date Created	November 2022	Date Reviewed	November 2022
---------------------	---------------	----------------------	---------------

