
Recruitment information

Job description and person specification

Your title	Green Spaces Development Officer
DBS check	This post requires a basic DBS check The aspects of this role that require this level of check are: Working with vulnerable community
Post number	CS 218
Your team	Green Spaces (Culture, Leisure and Environment)
You would be based	Civic Centre, High Street, Esher
Your line manager	Green Spaces Manager

About the role

You will be passionate about providing high quality green spaces and working with communities to make Elmbridge a great place to live, work and play.

You will be responsible for the development and the supervision of our Green Space and Grounds Maintenance Services, implementing actions within the Green Space service delivery plan to achieve our vision, strategic aims and objectives.

You will have the opportunity to contribute and deliver continued development of the Green Spaces service areas through consultation with the community and partners.

Most of all, you will be working within a great team environment seeking to improve the lives of some of our most vulnerable and deserving residents.

With an excellent personal development programme and support, you will have the opportunity to shape your own development and growth and make a real impact in the community.

The main purpose of the role:

To be responsible for the development and delivery of green space projects and events in accordance with project planning principles, procurement rules, health and safety regulations and the Council's financial and contract standing orders.

To ensure that all projects are developed in conjunction with internal colleagues, residents and partners and take on board their views in developing final proposals for each project.

To project manage the delivery of all capital projects from designing schemes, obtaining prices, applying for internal and external funding through to procuring services and project managing the delivery of schemes.

To prepare bids to secure funding from a range of sources, both internal and external, in order to take projects forward in line with agreed plans.

To support the Green Spaces Manager in the provision of advice and guidance on green space matters to all relevant shareholders including residents, users, members and external organisations.

To support the Green Spaces Manager in the delivery of the green spaces grounds maintenance contracts on land owned or managed by Elmbridge Borough Council e.g. parks, cemeteries, commons, recreation grounds, highway verge and garden sites as well as associated works, repair and maintenance of pavilions, fencing, soft standing/hard surface areas etc.

Specific duties and responsibilities

To use project management principles for the scoping, approval and delivery of projects that support the delivery of the annual service delivery plan, and the Council Plan.

Actively seek and prepare bids to secure funding from relevant sources to supplement service delivery within the Green Spaces Team.

To manage and be accountable to funders, including the council and external funders for capital budgets and other allocated resources in order to achieve the best outcome and value for money.

To be responsible for the preparation of contract documents, management of the tendering process and the evaluation of tenders for the contracted services.

To encourage and develop community engagement in the delivery of the Green Spaces Service.

To manage the maintenance contract for play inspection and repairs, ensure play area parts outside the maintenance contract are ordered and develop the play areas in line with the adopted Play Area Strategy.

To actively support and attend events or activities with other officers, partner organisations and community groups to develop sites to their full potential.

To develop nature conservation and biodiversity across all Green Spaces.

To raise the profile of the Green Spaces Service through effective use of the council's communications channels, working closely with the Marketing and Communications Officer and through the Corporate Communications Team and council's Customer Contact Centre.

To support officers on planning issues e.g. the adoption of public open spaces and Providing planning comments on large planning applications.

To research, prepare reports, strategies, programmes and budgets as required.

To attend meetings of the council, its committees and sub-committees, working and/or consultative groups and meetings with other organisations/agencies representing the service as required.

Develop and maintain full and effective liaison with other teams within the council.

To comply with the council's standing orders, financial regulations and its various policies relating to the service's activities.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title: Green Spaces
Development Officer
Team: Green Spaces (Culture,
Leisure and Environment)
Salary: (S5 / SCP 22) £26,973 –
(SO 2 /SCP34) £38,115**

**Post no: CS 218
Hours: 36 per week
Car allowance: C1 – Essential
Car User Allowance**

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	A qualification at or equivalent to a degree in one of the following subjects: Horticulture or Landscape Management.	D	(A)
2.	RHS Level 2 Certificate or equivalent.	D	(A)

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3.	Experience of designing and managing green space improvements, including sport and play facilities.	E	(A) (I)
4.	Project management experience within the public/private sector.	E	(A) (I)
5.	Management and administration experience in landscape and grounds maintenance contracts.	D	(A) (I)
6.	Experience in the control of capital and revenue budgets.	E	(A) (I)
7.	Managing and monitoring the completion of works subject to deadlines involving changing circumstances and conflicting priorities.	E	(A) (I)
8.	Experience in managing contracts for the maintenance of sports pitches.	D	(A) (I)
9.	Experience of working with local Councillors, community groups and residents to design and deliver improved services and facilities.	D	(A) (I)
10.	Ability to write and present formal reports, collate data and information on complex issues	E	(A) (I)

11.	Experience of organising and promoting events in partnership with voluntary groups and residents.	D	(A) (I)
12.	Experience in managing maintenance, repair and development contracts for play areas	D	(A) (I)

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
13.	Knowledge of legislation and industry best practice relating to green spaces including health and safety and other statutory requirements.	D	(A) (I)
14.	High levels of customer service and communication skills.	E	(A) (I) (T)
15.	Able to work independently and as a member of a team.	E	(A) (I)
16.	Problem solving and prioritising work.	E	(A) (I) (T)
17.	Flexible approach to changing work arrangements.	E	(A) (I)
18.	Capable of innovation, creative thought and generate new initiatives.	E	(A) (I)
19.	Competent in the use of IT packages and the ability to learn and use bespoke IT packages as required.	E	(A) (I) (T)

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
20.	Full driving licence and access to own transport during working hours.	E	(A) (I)
21.	Flexible working arrangements within 36-hour week.	E	(A) (I)
22.	Occasional requirement to work outside normal hours, callout, weekends and evenings.	E	(A) (I)