

# Senior Parks and Open Spaces Officer

## Job Description

<b>Post</b>	Senior Parks and Open Spaces Officer
<b>Department</b>	Parks and Environment
<b>Salary Grade</b>	M2
<b>Salary Range</b>	£35,630 - £38,571
<b>Location</b>	<b>Pippbrook</b>
<b>Reports to</b>	Parks and Environment Manager
<b>Responsible for</b>	Parks and Open Spaces Officer, Administrative Officer (Parks)

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## Post Objective

To lead on the management of the Council's Parks and Open Spaces, with overall responsibility for service delivery, Dorking Cemetery, Major Playground Refurbishment Projects, Asset Management and Allotment administration

## Main Duties

Be responsible for maintaining and improving Parks and open spaces.

Lead on service development to ensure they continue to deliver against the Corporate Strategy Guiding Principles and Priorities.

Make recommendations for the service assisting with review and re-writing contract documentation, policies and strategies, tendering and implementing improvements, as necessary, including the programme of capital improvements.

Take overall responsibility for the management and monitoring of the Parks and Open Spaces budget.

Take lead responsibility for the Parks grounds maintenance contract. Lead the monthly Contract progress meetings, liaising with Contractors on requirements for additional works, contract variations or default notices as required.

Carry out regular site visits and inspections to ensure compliance by the Grounds Maintenance Contractor with contract specifications and maintenance of required standards of work.

Compile monitoring information including any necessary performance indicators using computer based programmes as required.

Provide technical horticultural advice to support the successful management of the Grounds Maintenance Contract, and reporting service issues as and when observed.

Responsible for the operational management of Dorking Cemetery and closed churchyards to ensure statutory and industry standards are met.

Identify external sources of funding in order to deliver new and innovative projects and services that engage the community and use our parks and open spaces.

To sit on the Board of the Brockham Big Field Management Committee.

To be responsible for and undertake health and safety inspections of sites in accordance with Council policy.

Maintain and update the GIS database of the Parks assets to ensure accurate records are held and the Customer Service Unit has appropriate information to pass to customers.

Project manage the annual programme of Play Facilities renewal, repair and implementation, and any other landscape projects liaising with stakeholders and other Council departments as required, assisting with implementing improvements and new facilities on the parks and open spaces as required.

## **Allotments**

Oversee and assist in the management of the Council's allotments

## **General**

Respond to verbal and written complaints from elected Members, in consultation with the Parks and Environment Manager where required.

To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.

Carry out such duties as may be required by your manager as appropriate to the post.

To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Protection Policies.

Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.

**Because of the nature of the duties of the post, at interview applicants will be asked to disclose details of any criminal record. The post is exempt from the Rehabilitation of Offenders Act 1974, which means that all cautions, reprimands and final warnings given by the Police need to be disclosed. CRB disclosure will be sought in the event of a successful application.**

## Person Specification

### Essential Experience and Knowledge

- Knowledge of current greenspace and landscape policy and legislation.
- Good understanding and previous experience of contract management including working with contractors to resolve service issues and demonstrate improvement and value for money.
- Knowledge of procurement and purchasing of services and products.
- Knowledge of playground design, development and consultation.
- Experience of budget management of large and complex budgets including income, expenditure and fixed contract costs.
- Experience of effective management, leadership and development of team members.
- Experience of successfully building effective working relationships with Cabinet Members to ensure they are appropriately briefed and aware of service developments.
- Demonstrable effective partnership working internally and with Surrey partners to deliver service improvements and cost reductions.
- Experience of managing interments and related cemetery operations.
- Experience of landscape related projects and contract management, writing contract specifications and tender processes.

### Desirable Experience and Knowledge

- Knowledge of GIS.

### Education and Qualifications

- Educated to degree standard in Horticulture/Landscape/ Environmental Science related discipline or have proven equivalent practical experience.
- Registered Playground Inspector or proof of basic training in playground inspection or willingness to undertake training.
- Willingness to undertake ICCM Cemetery Management Training.
- Continued personal and professional development.

### Skills

- Effective leadership and management with the ability to manage and develop staff, adopting a collaborative and inclusive approach.
- Budget management of large and complex budgets
- Competent in the use of Office including the functions of Outlook, Word, PowerPoint, Excel and Publisher.
- Demonstrable plant identification skills and ability to determine suitable programmes of horticultural and landscape work.
- Able to analyse and collate data using computer based software and produce written interpretative reports.

- Able to produce written specification and schedules of quantities relating to landscape, playground and horticultural works and follow subsequent tendering and procurement routes.
- Able to learn, follow, interpret, enforce and communicate contracts, legislation, policies and procedures to customers.
- Clear communicator and able to deliver presentations to a range of audiences.
- Able to organise and lead meetings.

## Special Aptitudes

- Can work independently of detailed supervision.
- Flexible approach to changing work characteristics.
- Passionate, determined and focused on making a difference to the lives of residents in Mole Valley.

## Job Requirements

- Requirement to travel throughout the MVDC area.
- DBS checked.
- Able to work flexibly out of hours as required.

Employee Signature

Date

Manager's Signature

Date

Job Description Template updated March 2022