

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.



JOB DESCRIPTION	
Job Description	Greenspaces Events Officer
Service:	Environmental Services
Team:	Parks and Countryside
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Greenspaces Projects and Promotion Officer
Responsible for:	None
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive , and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ol style="list-style-type: none"> 1. The efficient and effective administration of events, filming, bookings and use of council land to maximise income potential 2. To ensure that events, bookings and filming activities on council land, meet the councils terms and conditions, health & safety and insurance cover requirements 	

MAIN DUTIES AND ACCOUNTABILITIES

1. Seeking to maximise the income received by the council from events, filming and other bookings made with the council
2. To carry out administration and recording of events, bookings and filming relating to the below examples, but not limited to them:
 - a. Filming events or student filming
 - b. Events on Parks & Countryside sites (Fetes, Music, health and wellbeing, Festivals, Fairs, Circuses, Parties etc.)
 - c. Commercial fitness training and boot Camps
 - d. Camping, Forest Schools or Professional dog walking
 - e. Skips, temporary storage, use or access across council land
 - f. Any other relevant request to hire or use council land or buildings

This will include officer/contractor liaison regarding sites, buildings, availability or suitability, checking of; event insurance, risk assessments, relevant certificates, site and event plans and the informing of local ward members

3. Delivery of excellent service to all customers in line with published service standards, including provision of advice and assistance to all customers. Responding appropriately by telephone, in writing, by e-mail or in person and re-directing as appropriate to the relevant officers or partners
4. Maintain accurate records for events ensuring they meet legislation, corporate guidelines and provide a safe experience for the public
5. Ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied at all times
6. Represent the team on the Events Safety Group with regards to relevant events taking place on Parks & Countryside land and attend meetings when required
7. Develop successful relationships with both internal and external partners
8. Provide on filming and events activity in the borough along with reports on income received and expected when required
9. Process invoices and payments in accordance with council financial regulations. Regularly review fees and charges and compare with neighbouring local authorities and organisations
10. Regularly review event systems and procedures, such as; policies, guidelines or databases to ensure they are relevant and fit for purpose
11. Undertake any other duties commensurate with the grade and responsibilities of the post that may be required by the Parks and Countryside team.

DIMENSIONS OF THE ROLE

1. Event/Booking/Filming administration: Supporting external, internal events co-ordinating circa 90 bookings with relevant partners and organisations
2. Administration: Respond to constant customer enquiries in regard to the provision of the Parks & Countryside
3. The role will be hybrid working both at home and in the office, there will be a requirement to undertake event/project visits and meetings outside of the main council offices and to occasionally work outside of normal working hours to support the administration of events
4. Post holder will be expected to liaise and converse with fellow colleagues in the Parks & Countryside team and also with other members of staff at all levels in the council and in other organisations

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

1. Working effectively autonomously, determining deadlines for work when assessing and scheduling events to ensure they meet relevant corporate guidelines and legislation
2. Liaise with the Emergency Planning, Resilience and Safety Officer over events, filming and bookings where necessary
3. Seek to maximise income, whilst ensuring events/film are safe on our land
4. Suggest improvements and efficiencies where possible to improve processes
5. Provide excellent customer service
6. Manage documentation through storage or database system, including online events system, sharepoint and excel

PLANNING/ORGANISING/CONTROLLING

1. Work with a range of Community Groups, Town & Parish Councils, Voluntary organisations, Schools, Companies and Commercial filming organisations to determine new events and filming opportunities on council land
2. Administer a variety of event/filming licences at any one time: working to tight deadlines and increased income targets
3. Good time management skills; ability to prioritise and organise effectively
4. Ability to work under pressure and to deadlines
5. Able to work autonomously without supervision and to organise own workload

CUSTOMERS AND CONTACTS

INTERNAL

Elected members. Services, including Leisure, Parks & Countryside, Licensing, Environmental Health, Finance, Communications, Legal and Planning.

EXTERNAL

General public, Town and Parish Councils, County Council, Safety Advisory Groups (SAG), statutory bodies, emergency services, universities, schools, sports clubs, leisure providers, event organisers, community groups or individuals, voluntary organisations and commercial filming companies.

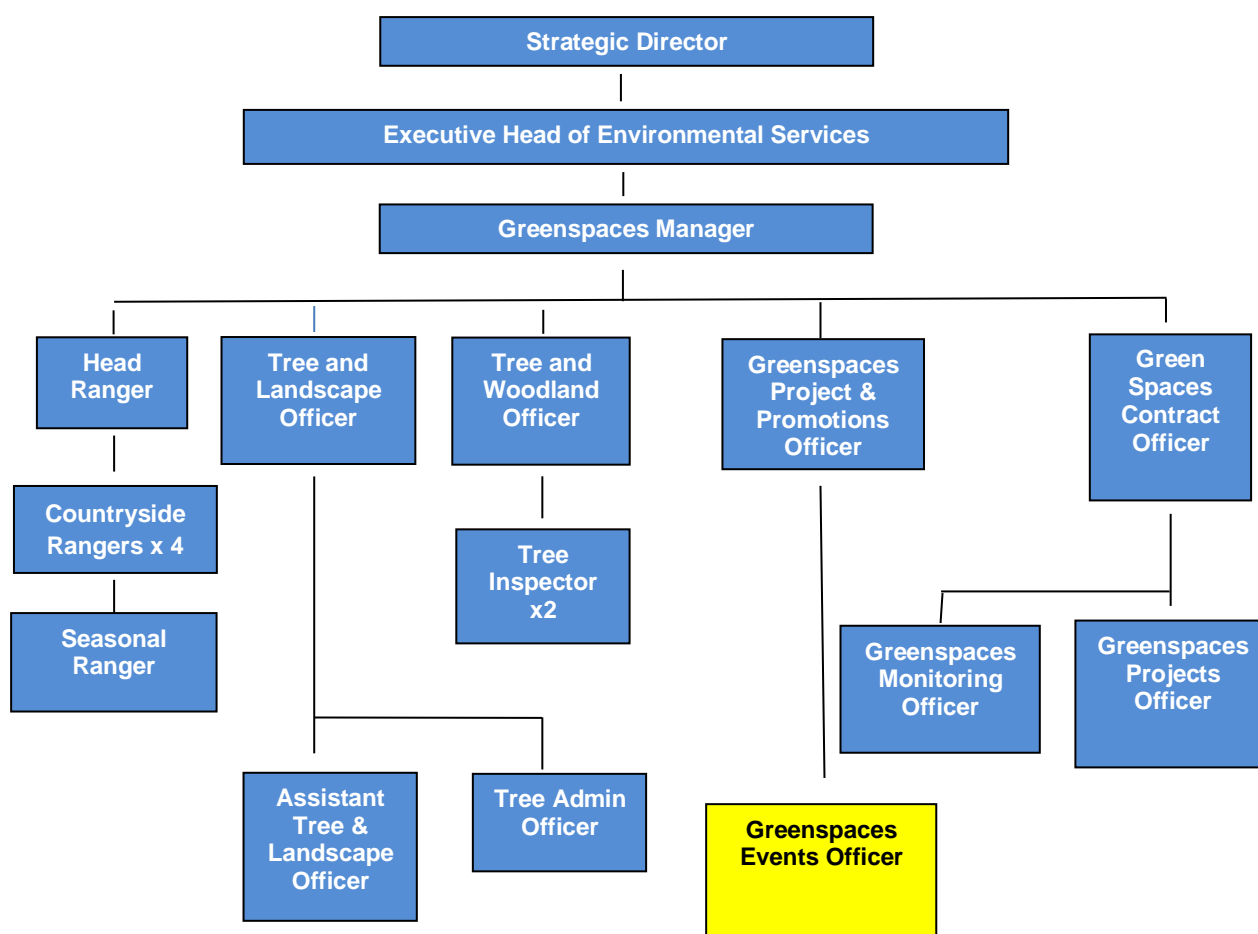
SERVICE/TEAM STRUCTURE

SERVICE; Environmental Service

TEAM; Parks & Countryside

ORGANISATION CHART

(Organisation chart showing the people for whom you work, any staff who report to you and other colleagues within your Section)



PERSON SPECIFICATION

Candidates must be able to demonstrate, with examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION/ TRAINING/ EXPERIENCE	Experience of Administration	A/I	Experience in administration of events	A/I
	Computer literate and confident using MS Office software with an ability to use excel to provide key information	A	Knowledge of databases or document management and storage systems, i.e. SharePoint, Net Call	A/I
	Qualification in English and Maths	C		
KNOWLEDGE/ TECHNICAL SKILLS	Experience of managing administrative systems	A/I	Knowledge of Safety Action Groups (SAG)	A/I
	Experience of dealing with the public	A/I	Knowledge of the processes, legislation involved with events	A
	Excellent administrative skills	A/I	Negotiation skills	A/I
COMMUNICATION	Excellent spoken skills, with ability to produce accurate, error free written material	A/I		
	Ability to build partnerships with people and organisations	A/I		
CUSTOMER SERVICE	Experience of commitment to customer care and the provision of a quality service	A/I		

	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A/I		
TEAM WORKING	Experience of working effectively as part of a team	A/I		
MANAGING SELF AND OTHERS	Capable of scheduling and prioritising tasks to meet competing demands	A/I		
	Self motivated, able to determine and meet own targets and deadlines	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Adaptable, dynamic and resourceful individual	A/I	Is willing to learn and develop	A/I
	Committed to delivering high quality results, and able to work under pressure with changing workloads	A/I		
SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I	Ability to work outside core hours on occasions	A/I
	Driving licence and use of a vehicle (Casual basis)	A		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Greenspaces Events Officer	Post no:	
Service:	Environmental Services	JE score:	182
Team:	Parks and Countryside	Pay band:	9
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 30 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	<i>Greenspaces Manager</i>	DATE:	27/10/23
CHECKED IN:	Employee Services	DATE:	
LAST UPDATED:		DATE:	