

HYNDBURN BOROUGH COUNCIL

JOB DESCRIPTION – OUTLINE DUTIES

Job Title:	GREEN SPACES OFFICER
Post No.:	LS003
Service:	Environmental Services
Agreement:	NJC FOR LOCAL GOVERNMENT SERVICES
Other:	Essential Car User Allowance

Organisational Relationships:

- a) Reports to: Head Environmental of Services
- b) Supervises: Arboriculture officer, any other allocated staff, arboricultural contractors and consultants
- c) Co-ordinates with: Environmental Services staff and other employees within the Authority. Also, Police, Parks 'friends of' groups, elected members, users of parks and open spaces, grant funding organisations and relevant external organisations.
- d) As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To co-ordinate the Green Flag accreditation process for the Parks and Cemetery team
- To prepare and update management plans for Parks and Cemeteries in the borough.
- To develop partnerships with community groups, 'friends' groups and the voluntary and private sectors
- To identify sources of funding, both externally and internally within the Council, for the development of parks, open spaces and cemeteries and prepare grant funding applications
- To line manage the Council's arboriculture officer

Main Duties and Responsibilities:

1. To be responsible for the performance and development of the Council's arboriculture officer meeting all necessary key performance objectives, undertake appraisals and ensure any training and development goals identified are met and key result areas are delivered
2. To prepare and update management plans for parks and cemeteries in the borough
3. To co-ordinate the Green Flag process for the parks and cemeteries team
4. Play a key role in supporting and developing a network of friends of parks and other community groups throughout the borough, including the coordination of the Hyndburn Green Spaces Forum
5. To liaise with parks and open space user groups to assist them with the organisation of events, fun days and other participatory activities to engage the community
6. To identify sources of funding, both externally and internally within the Council, for the development of parks, cemeteries and open spaces and prepare grant funding applications
7. Liaise with user groups such as park 'friends of' groups regarding the provision of parks and open spaces services, and provide appropriate advice and support to those groups

8. To assist in the development of the councils response to anti-social behaviour, by collating information pertaining to relevant incidents in parks, open spaces and cemeteries and liaising with colleagues from Community Safety partnership to identify trends and problem areas.
9. To work with colleagues in the Community Safety partnership to take forward parks related community safety initiatives and access funding to help alleviate any problems or trends once identified.
10. Deal with enquiries from members of the public and specific user groups regarding parks and open spaces, ensuring that all their enquiries are dealt with properly and effectively in line with the councils customer service standards and complaints procedure
11. To ensure the Councils arboriculture undertakes necessary programmed and ad hoc tree inspections and tree work, produces a winter tree work program for the parks team and the commissioning of emergency tree work via contractors
12. To ensure that the Councils arboriculture officer follows health and safety procedures for arboriculture work and that necessary risk assessments and method statements are produced and adhered to, so that they fall within current safety legislation and codes of practice including preparation and registration of documents for site works as required.
13. To closely monitor income and expenditure levels against targets and to implement appropriate action necessary to ensure financial targets are met
14. To collate and maintain monitoring and evaluation information required for external funding organisations and end of project reports.
15. To undertake public consultation in connection with parks provision and individual projects
16. To administer and process annual entertainment licenses for key parks and open spaces
17. To administer and process permits for people to undertake metal detecting activities on Council land
18. To assist Parks management staff in meeting all necessary service plan objectives, including assisting in the preparation of business and training plans.
19. To correctly complete overtime sheets, holiday cards, daily logs and any other administrative activities assigned.
20. To prepare and present reports and liaise with locally elected members ensuring that all their enquiries are dealt with properly and effectively
21. Deal with enquiries from members of the public and specific user groups regarding parks and cemetery development programmes and initiatives, ensuring that all their enquiries are dealt with properly and effectively in line with the councils corporate complaints procedure
22. To attend meetings outside normal working hours as appropriate
23. To liaise with colleagues to adopt a flexible approach to ensure that customer needs are being addressed and best value achieved
24. To undertake any other duties, which may be allocated, appropriate to the post

NB *In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's staff appraisal scheme. Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

PERSON SPECIFICATION

JOB TITLE	Green Spaces Management Officer	POST NO.	
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PERSONAL ATTRIBUTES (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	HOW TO BE MEASURED APPLICATION FORM (A) INTERVIEW (I) TEST (T)
QUALIFICATIONS			
1. A degree or equivalent in a related discipline	√		A/I
2. Appropriate Management qualification		√	A
3. Membership of appropriate professional body		√	A
EXPERIENCE			
1. At least 3 years experience working in a parks or green space environment	√		A/I
2. Sound financial and budgetary management	√		A/I
3. Working with community groups	√		A/I
4. Working in partnership with other agencies	√		A/I
5. Experience of the Green Flag accreditation scheme for parks	√		A/I
6. Experience of managing staff		√	A/I
KNOWLEDGE/SKILLS/ABILITIES			
1. Ability to prepare park management plans	√		A/I
2. A good understanding of the current parks and green space agenda	√		A/I
3. Experience of preparing bids for grants/awards and assisting in the delivery of green space programmes		√	A/I
4. Ability to prepare reports	√		A/I
5. Excellent communication skills	√		A/I
6. Ability to work as part of a multi-disciplinary team and contribute to the management of the parks and open spaces section	√		A/I
7. Experience of arboricultural operations		√	A/I
8. Excellent I.T. skills		√	A/I
ADDITIONAL REQUIREMENTS			
1. A valid current driving licence	√		A/I
OTHER			
1. Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	√		<i>References</i>

2. Weekend and evening work will be required, for which time off in lieu will be given.	√		A/I
3. Commitment to equal opportunities and customer care	√		A/I
4. Commitment to the principles of public services and local democracy	√		A/I

Disability Discrimination Act 1995 - Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability