

<b>Job Description</b>	
<b>Job Title</b>	Green Space Infrastructure Officer
<b>Service Unit</b>	Leisure, Recreation and Health
<b>Grade</b>	Grade J
<b>Responsible To</b>	Parks and Green Spaces Manager
<b>Responsible For</b>	Playground Inspectors/Fitters and Tree Officer/Green Spaces Capital Projects Officer
<b>Terms and Conditions</b>	NJCLGS Statement of Particulars
<b>Date Created/Amended</b>	October 2020

<b>Job Purpose</b>	
1.	To ensure the planning, design and implementation of developments, including capital projects within the Councils green spaces, inclusive of play areas, BMX tracks, green gyms, multi-use games areas and youth shelters are to the highest standards; engaging with the community, elected members and other officers of the council.
2.	To manage the Green Spaces Infrastructure team to meet corporate and team objectives.

<b>Main Activities (Corporate)</b>	
1.	Be committed to the Council's Vision and carry out work within the spirit and intention of its core values.
2.	An understanding and awareness of the concept of "Making Every Contact Count" (MECC), attending training where necessary.
3.	To assist in the delivery and review of service standards, quality and performance targets for the Parks and Open Spaces Team.
4.	To carry out all work within the spirit and intent of relevant legislation and Council policy and procedures, e.g. Equal Opportunities, Health and Safety, Customer Care, etc.
5.	To assist in fostering a creative and open environment within the, Procurement, Planning, Building Surveyors and Sports Development Teams where employees feel valued, supported, involved, and consulted sharing information with others, showing mutual respect.
6.	To respond positively to change, utilising available technology to improve service delivery.
7.	To represent NBBC at all times in a responsible, professional, and courteous manner.
8.	To attend meetings as required, representing the Parks and Green Spaces team.
9.	Act as a positive role model, at all times, to both users of service and other employees.
10.	To undertake personal development commensurate with the duties and responsibilities of the role.

<b>Main Activities (Service Related)</b>	
1.	To be responsible for the planning, design and development of parks and countryside sites, including capital S.106/CIL projects, tree strategy, play areas, skate parks and multi-use games areas (MUGA), BMX facilities and the development and implementation of individual site management plans.
2.	To develop an annual infrastructure maintenance programme and to be responsible for the allocated budget.
3.	To develop an annual capital projects programme, its development against agreed budgets to respective committees, officers and members.
4.	To monitor the condition of children's play areas across the Borough, liaising when necessary with maintenance contractors.
5.	To assist in the implementation and development of the Council's Open Space, Playing Pitch and Play Strategies.
6.	To liaise with manufacturers, contractors and allied organisations as required to maintain parks green spaces and play areas

7.	To collate safety inspections and prioritise refurbishment and repair work accordingly for play areas and other parks and green space works as assigned, working closely with the Green Spaces Officers from the North and south areas.
8.	To ensure the Allotment sites owned by the Council are managed appropriately and to assist in the development, maintenance, and review of an allotment strategy.
9.	To develop and produce site management, maintenance and monitoring plans as required.
10.	To assist with the delivery of landscape architecture either directly or through the procurement of services.
11.	To work and engage with the community and parks participation groups and involve them in the decision-making process in relation to the management and development of Parks and Countryside.
12.	To develop, implement and review capital programmes utilising Council resources, Section 106 contributions (or CIL if applicable) and any other available inward investment through the various grant funders, preparing and developing business cases as maybe required.
13.	To network and develop appropriate partnerships with officers and members, other councils, and agencies.
14.	To provide reports to committees and other council meetings and external agencies as required, which will include research and analysis of data and making recommendations where appropriate.
15.	To lead on projects within own area and assist in others as required across the Council.
16.	Effectively line manage direct reports, including volunteers, schoolwork experience and work placement students undertaking recruitment, annual reviews, disciplinary and grievance investigations.
17.	To deliver activities within agreed timescale and within budgetary constraints. Where possible, ensure the effective engagement of other partners and agencies including the voluntary sector.
18.	Any other duties commensurate with the grade and nature of the role.

#### **Notes On Special Conditions Of Service**

1.	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.
2.	Level 1 Car user
3.	Required to hold or obtain IOSH and Play Ground Inspection Qualifications.

Person Specification				
Job Title		Green Space Infrastructure Officer		
Category	Essential/ Desirable	Criteria		How Identified
Experience	E	1.	Experience of dealing with the public in a service environment.	2+4
	E	2.	Recent of experience of working in nature conservation, particularly within an urban context, in either a professional or voluntary capacity.	2+4
	E	3.	Experience of managing a team, including dealing with HR issues	2+4
	D	4.	Experience of Grounds Maintenance Contract Monitoring.	2+4
Qualifications	E	5.	A degree in Environmental Studies or related subject, or an equivalent qualification or demonstrable experience.	2+5
	D	6.	Children's Play Area Inspection Certificate or be willing to work towards & obtain the certificate.	2+5
	D	7.	IOSH health and safety qualification	2+5
Knowledge, Skills and Abilities	D	8.	A good general knowledge of environmental issues including knowledge of wildlife systems, ecology, and natural history.	2+4
	E	9.	Knowledge and application of practical countryside management techniques including construction skills, plant and tree management.	2,3+4
	E	10.	An ability to draw up schemes and designs in accordance with the respective clients wishes.	2+4
	E	11.	Good knowledge and use of Microsoft Office packages, particularly word, and excel	2+3
	D	12.	Application of environmental education, interpretation, and participation.	4
	E	13.	Be able to communicate in a clear, accurate, confident, and friendly manner.	2+4
	E	14.	Be able to write clearly, concisely, and accurately.	2+4
	E	15.	Knowledge of and be able to apply the principals of Health and Safety relevant to the role	2+4
	E	16.	Ability to manage a team and resources to ensure that projects and deadlines are met on time	2+4
	E	17.	An understanding of when and how all amenity horticulture tasks should be carried out.	2+4
	E	18.	Ability to work calmly under pressure and demonstrate effective time management.	4
	E	19.	Knowledge of contract and financial systems.	2
	Personal Qualities	E	20.	High level of motivation and personal enthusiasm.
E		21.	Be able to work in a team environment and provide mutual respect as required.	4
E		22.	Be flexible and adopt a positive attitude to changing situations.	4
Other Factors	E	23.	To understand and be committed to the Council's Core Values and Vision.	2+4
	D	24.	Be able to attend some out of hours activities.	4
	E	25.	Good attendance record	5
	E	26.	Have a full UK driving licence and access to suitable motorised transport	2+5

1 = test prior to shortlisting 2 = application form 3 = test after shortlisting  
4 = interview 5 = documentary evidence

Criteria identified by "2", either singly or in combination with any other number, will be used for shortlisting purposes and details should appear on the application form.



Employment Profile												
Job Title	Green Space Infrastructure Officer											
Competencies		Column 1								Column 2	Column 3	Column 4
Behavioural	N/A	A	B	C	D	E	F	G	H			
Communication						X						
Supporting/ Managing Change				X								
Managing Performance of Others						X						
Managing People						X						
Managing Your Job						X						
Job Attributes						X						
Relating to Others				X								
Decision Making				X								
Generic												
Financial Acumen						X						
Health and Safety						X						
Tools/Equipment/IT						X						
Project Management						X						
Education						X						
Other Factors												
Financial Transactions		X										
Environmental		X										
Physical Demands		X										
Emotional Demands		X										
<b>Column 1</b> Place an X to show job profiles scores (can only be in A, C, E or G) Place O to show person profile scores from discussion with employee (can be placed in all columns)										<b>Column 2</b> Identify the priority development  1-5 Where 1= High 5= Low		<b>Column 3</b> Enter any comments to reflect/justify decision