
Recruitment information

Job description and person specification

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| Your title | Green Spaces Officer |
| Post number | CS 217 |
| Your team | Green Spaces (L&CS) |
| You would be based | Civic Centre, High Street, Esher |
| Your line manager | Ian Gayton, Green Spaces Manager |



Elmbridge Borough Council

... bridging the communities ...

About the role

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

The main purpose of the role:

- To provide support to the Green Spaces Services Officer, the Green Spaces Development Officer and Green Spaces Manager in the delivery of the Green Spaces service as set out in the annual service delivery plan.
 - To provide support and control 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.
 - Provide business continuity and staff cover for the Green Spaces Services Officer, the Green Spaces Development Officer and occasionally, act as a representative for the Green Spaces Manager.
 - To contribute and deliver capital works for infrastructure improvement & development.
 - To carry out inspections, monitoring and administration duties to Green Spaces in accordance with the Council's performance and administration systems.
 - To support the Green Spaces Services Officer in contract preparation.
 - To assist in the continued development of the Green Spaces service areas through consultation with the community and partners.
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Specific duties and responsibilities

- To investigate and respond to enquiries and complaints from the public, elected members, officers and external organisations, in accordance with the Council's Customer Care Policy.

- To be responsible for revenue and capital budgets as delegated to the postholder by the Green Spaces Manager.
- To assist in the preparation of detailed documentation for the development and refurbishment of Green Spaces, including contract documentation and site management plans. Carryout research for development projects.
- To prepare drawings, specifications, bills of quantities, budget estimates and quotations for both internal and external customers.
- To actively support and attend events or activities with other officers, partner organisations and community groups to develop sites to their full potential.
- To provide effective administration and support for the Green Space Team including answering telephone enquiries, raising orders for goods and services, stock taking, inventories.
- To carry out inspections, monitoring and administration duties to Green Spaces in accordance with the Council's performance and administration systems.
- To raise the profile of the Green Spaces Service through effective use of the Council's website, promotion and press releases working closely with the Marketing and Communications Officer and through the Corporate Communications Team and Councils Customer Contact Centre.
- Assist in the management of allotments.
- To support officers on planning issues e.g. the adoption of public open spaces and planning comments.
- To maintain and monitor a database for the regular completion and review of relevant risk assessments.
- To act as flood steward during emergency call outs.
- To perform the duties of a Gypsy/Roma/Traveller Liaison Officer, when required.
- To ensure that all relevant legislation is applied to the contracts and appropriate action taken for non-compliance.
- To liaise with Surrey Police towards implementing & developing the Council Community Safety Partnership.
- To promote and develop nature conservation and biodiversity across all Green Spaces.
- To comply with the Council's Standing Orders, Financial Regulations and its various policies relating to the Division's activities.
- To comply with the Council's Procurement Toolkit and Guidance.
- To organise and attend evening meetings and weekend community events when required.
- Occasional requirement to work outside normal hours, respond to 'Out of Office' callout, weekends and evenings.

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.

Green Spaces Officer

Post No: CS 217

Team: Green Spaces

Hours: 36 per week

Salary: S5: £24,302 – SO2: £34,431

Car Allowance: C1 – Essential Car User Allowance

The salary review date is 1st April each year.

| Key requirements | Desirable/ Essential | To be tested by: Application (A) Test (T) Interview (I) |
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| Qualifications and Education | | |
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| 1. | A qualification at or equivalent to a Degree in one of the following subjects: Horticulture or Landscape Management. | E (A) |

| Experience | | |
|-------------------|---------------------------------------------------------------------------------------|-----------|
| 2. | Management and administration experience in grounds maintenance/landscape contracts. | E (A) (I) |
| 3. | Experience in GIS, contract and financial management computer systems. | E (A) (I) |
| 4. | Experience in the control of revenue and capital budgets. | E (A) (I) |
| 5. | Managing change, including 'value for money' and community consultation. | D (A) (I) |
| 6. | Experience of designing and managing green space improvements. | E (A) (I) |
| 7. | Experience of organising and attending evening meetings and weekend community events. | E (A) (I) |
| 8. | Experience in promoting and raising awareness of services and events. | D (A) (I) |
| 9. | Experience in carrying out the duties of a Gypsy/Roma/Traveller Liaison Officer. | D (A) (I) |

| Knowledge, skills and abilities | | |
|----------------------------------------|-------------------------------------------------------------------------------------------|---------------|
| 10. | Excellent customer service and communication skills. | E (A) (T) (I) |
| 11. | Work independently and as a member of a team. | E (A) (I) |
| 12. | Problem solving and prioritising work. | E (A) (T) (I) |
| 13. | Sound financial awareness including budget preparation and monitoring. | E (A) (I) |
| 14. | Flexible approach to changing work arrangements. | E (A) (I) |
| 15. | Understand 'value for money' and ability to implement the principles in service delivery. | D (A) (I) |

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| 16. | Capable of innovation, creative thought and generate new initiatives. | E | (A) (I) |
| 17. | IT literate and skilled in Microsoft Office Applications. | E | (A) (T) (I) |

| Special requirements | | | |
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| 18. | Full driving licence and access to own transport during working hours (if Council vehicle is unavailable). | E | (A) (I) |
| 19. | Flexible working arrangements within 36-hour week. | E | (A) (I) |
| 20. | Occasional requirement to work outside normal hours, callout, weekends and evenings. | E | (A) (I) |
| 21. | A DBS clearance is required. | E | (A) (I) |