****JOB DESCRIPTION

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| Job Title | **Parks and Green Space Officer** | Post Number | **CM791** |
| Grade | 7 | Service Area | Economy and Environment |
| Special Conditions  | Occasional out of hours and weekend working. | Additional Benefits | Essential Car User allowanceProtective Clothing |
| Authorised by | Ian Edwards | Date | September 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To work as part of the dedicated Parks and Greenspace team managing parks including 5 with green flag awards and high standard Public Open Spaces including 1 with green flag award and Verges.Working to improve and develop all areas under the Councils control.Increase the biodiversity and use of Wychavon District Councils parks, public open spaces, verges and wildlife areas.Ensure Councils contractors carrying out grounds maintenance, landscaping, tree and associated work deliver the highest quality service and comply with contract documentation. |
| Responsible for demonstrating commitment to working in line with the Councils' values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Senior Parks and Green Spaces Officer |
| The postholder manages \supervises: | External contractors engaged to work in Parks and Open Spaces as well as volunteers. |

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| 1. Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)
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| 1 | To assist in the management of the day to day activities of Contractor’s. To maintain a record of all inspections carried out in accordance with relevant procedures, IT systems or as agreed with the Senior Parks and Greenspace Officer. To follow up all instances where non-compliance is identified to establish why it has occurred, to record the explanation and where necessary issue the relevant documentation. |
| 2 | Working to improve and develop all areas under the Councils control. |
| 3 | To attend regular meetings with Contractor’s supervisory staff regarding the management and performance of contracts. Prepare monitoring reports following inspections for production at monthly management/operations meetings held with Contractor’s supervisory officers’ and where failings are identified instigate remedial action to be taken.  |
| 4 | To identify, arrange and supervise small hard and soft landscaping projects for parks, open spaces, verges, car parks and property section as well as tree management. To obtain quotes, raise orders, check adherence to CDM regulations, financial and procurement and risk assessments. |
| 5 | To receive and administer bookings for events held in our parks and ensure event organisers meet the requirements of council policies. |
| 6 | To assist in the preparation and compilation of new contracts for Parks, Open spaces & verges including data capture and modifications using electronic devices. |
| 7 | To work with Contractors/Clubs/Friends Groups/Associations on a day to day basis to maintain /improve the appearance of Parks, open spaces & verges. To identify and recommend areas for improvements towards raising standards of the service including Green Flag awards. To provide advice, costing’s, specifications & bills of quantity for small project works for Parishes, Town Councils & housing associations. |
| 8 | To assist in investigating environmental crime such as fly tipping and abandoned vehicles. Taking witness statements, assisting with interviewing suspected offenders under caution and presenting evidence in Court. Visit residents if necessary to ascertain the nature of any requests for service or to report complaints and to action these in accordance with the Council’s policies and controls. To deal with those complaints and requests for service in a courteous and efficient manner. |
| 9 | To carry out inspections relating to other aspects of Council work such as abandoned vehicles, street cleansing, public toilets, domestic and commercial collections & recycling plus empty homes and community warden activities. Liaise with the police over public space protection orders. |
| 10 | Carry out weekly and quarterly inspections to EN1176 and EN1177 standard of Council owned playgrounds.  |
| 11 | Any other duties consistent with the abilities of the post holder |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| RHS Level 3 qualification or similar in Horticulture. HND or Diploma in Horticulture or related relevant subject or relevant significant experience | E |  |
| Educated to GCSE level or equivalent | E |  |

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| Experience | Essential | Desirable |
| Significant experience within a Horticultural based role | E |  |
| Landscape design skills, surveying, drawing scale plans and undertaking design work | E |  |
| Technical knowledge of hard landscaping | E |  |
| Answering phone calls, letters and emails in a professional capacity | E |  |
| Dealing with members of the public in a professional capacity | E |  |

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| Skills Required | Essential | Desirable |
| Good I.T skills to include Outlook, Word, Excel, and GIS mapping systems | E |  |
| Good customer services skills | E |  |
| Excellent written communication skills | E |  |
| Ability to work individually but also in a team environment | E |  |
| Full UK driving licence or ability to travel throughout the district where public transport may not be accessible | E |  |

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| Behaviours | Essential | Desirable |
| Team working | E |  |
| Self motivated | E |  |
| Flexible and adaptable | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.