

Job Description

Job Title	Parks and Greenspaces Development Officer
Directorate	Neighbourhoods and Housing
Service Area	Environment
Grade	7
Competency Level	2
Salary	£38,223 - £43,421
Job Type	Office Based
Location	Citywide, with main office base at Croxteth Hall and Country Park
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

To assist the Streetscene Manager Parks and Greenspaces in the development, improvement and raising awareness of the City Council's parks and open spaces.

To authorise the use of parks and recreation grounds for sport related and other recreational activities.

To oversee the management and provision of the allotments and sports pitches across the city.

Directly Responsible For:

From time to time: contractors, volunteers and externally funded and time limited posts

Directly Responsible To:

Streetscene Manager Parks and Greenspaces

Main Areas of Responsibility:

- Develop and maintain positive relationships with other parts of Streetscene Services, Sport and Outdoor Recreation and the wider City Council and appropriate external agencies and partners including, but not restricted to, the Environment Agency and Natural England relative to the development, activation, promotion, management and increase in the use of the City Council's Parks and open spaces
- Assist the Streetscene Manager Parks and Greenspaces in the development, implementation and review of performance indicators to provide a framework for the assessment of the performance of the Team and the various providers contributing to the development of the City Council's parks and open spaces
- Work with the Streetscene Unit, who are responsible for the management of the Grounds Maintenance and associated services provided by contractors and/or joint venture partners relative to: the definition of the scope of and specification for the delivery of such services; the quality standards to be achieved by the services; protocols for the monitoring of the services; protocols for the reporting of performance by the service providers; the cost of the services; ensuring that any failures or deficiencies in the services are communicated to the Commercial Contract Unit for collation and onward transmission to the service providers

- Collect data and prepare performance reports relative to the development and management of the City Council's parks and open spaces
- Development, implementation and review of site management plans to Green Flag criteria, as directed by the Streetscene Manager Parks and Greenspaces
- Develop positive relationships with users of individual parks and open spaces and provide support to users in the creation and operation of Park User Groups and similar stakeholder bodies, as directed by the Streetscene Manager Parks and Greenspaces
- Oversee the management and provision of the allotments and sports pitches across the city
- Work with user and community groups and the Sports and Culture Events Teams on the planning and realisation of events in parks and open spaces
- Assist the Streetscene Manager Parks and Greenspaces in the development and submission of applications for Green Flag and/or other accreditations as directed
- As required, deputise for the Environment Strategy and Policy Manager and represent the City Council at meetings, seminars, conferences and other events, both internal and external to the Council
- Maintain awareness of innovation, trends, legislation and developments relative to the development of the City Council's parks and open spaces
- Prepare reports to Cabinet and various Committees of the Council
- Maintain awareness of Corporate and Community Strategies and objectives
- Contribute to the development, implementation and review of the annual Parks Development business and team plans

Supervision and Management Responsibility:

- Lead, motivate and manage any contractors, volunteers and externally funded and time limited posts assigned to the post holder

Budget and Financial Responsibility:

- Responsible for capital and/or revenue budgets as assigned to the post holder by the Streetscene Manager Parks and Greenspaces
- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Explores different options for funding and income generation.
- Maintain awareness of sources of external and/or partnership Parks Development funding and, as directed by the Streetscene Manager Parks and Greenspaces, make applications for such funding
- Develop, implement and review parks development programmes and schemes; including capital schemes and feasibility studies, as directed by the Streetscene Manager Parks and Greenspaces

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- From time to time the job will include working in adverse weather conditions, light manual handling and attending outdoor locations

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- Recognised qualification in an appropriate discipline
- Membership of a relevant professional body

Experience

Essential

- Experience in the development, implementation and review of site management plans (A/I)
- Experience of working with communities and user groups in the development and activation of parks and open spaces (A/I)
- Experience of assisting with the development and submission of applications for Green Flag or similar quality accreditations (A/I)
- Experience of partnership working; both within and with bodies external to the City Council (A/I)

Desirable

- Experience of delivering parks development initiatives through third party service providers
- Experience of assisting with the development and submission of successful bids for external and partnership funding

- Experience of working to cross cutting themes in addition to working towards the achievement of service specific objectives

Skills/Abilities

Essential

- Ability to develop and accept different ways of working to achieve service and community and corporate objectives (A/I)
- Understanding of the contributions that parks and open spaces make to high level strategies such as community cohesion and health improvement and approaches that can be applied to assist in the achievement of such strategy outcomes (A/I)
- Ability to work as part of a team (A/I)

Desirable

- Communication skills in a range of media, including the ability to influence
- An understanding of the principles of budgeting and financial management
- An understanding of the principles of marketing and promotion
- An understanding of the principles of problem solving
- An understanding of the principles of contract management
- Ability to prioritise workloads and to meet deadlines
- Risk aware and an understanding of the principles of project management
- Ability to identify gaps in provision, analyse, assess and present data in order to inform strategies and plans
- Ability to support the commissioning of activity that will deliver the priorities and strategic outcomes
- Ability to engage and consult with a range of stakeholders using appropriate tools

- An understanding of the principles of financial and non-financial resources management
- An understanding of the principles of performance management and review
- An understanding of the principles of business planning and review, including the definition of performance indicators and the assessment of service delivery against such indicators

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- To promote and develop the City Council's commitment to equal opportunities
- Commitment to continuous improvement and ongoing personal development
- Commitment to maintaining continuously high standards of customer care

Other

Essential

- Requirement to work outside standard hours, including, as required, during evenings and at weekends (A/I)

Desirable

- Wear a uniform and Personal Protective Equipment as required
- Possess a current driving licence