

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job Title: | Open Spaces Officer |
| HBC Grade: | HBC 7 |
| Service: | Community and Environment |
| Division: | Open Spaces |

|  |
| --- |
| **Main Purpose of the Role** |
| To work within the open space team of the Council’s Open Space Service in the delivery of land asset management and a high quality open space service. Contributing to the continued delivery of the Council’s objectives for the management of Trees, Woodlands and Nature Reserves and other elements of the open spaces portfolio.  Contribute to the delivery of continuous improvement in the quality and efficiency of service delivery within the Open Space Service.  To be responsible for the maintenance, development and effective operation of Performance Management Systems to ensure that work is appropriately monitored and evaluated against set criteria and standards |

|  |  |
| --- | --- |
| **Key Duties** | |
|  | 1. To assist the Open Space Team Manager to maintain and facilitate the planning, control and monitoring of all works within the Open Space Service.  2. To attend meetings, sometimes out of hours, such as Area Forums, Neighbourhood Groups, Allotment Societies and other interested parties to report on issues and to take requests for service. To visit individuals upon request to look into issues, problems and requests. To assist the Open Space Team Manager in the handling and resolution of all enquiries from members of the public relating to the delivery of the service.  3. To contribute to the provision of data in relation to performance management requirements of the service with due regard for data capture, analysis, verification and reporting.  4. To operate and administer the Open Space service IT systems and work planning programmes and to record all inspections on the Divisions systems to ensure effective reporting.  5. To assist the Open Space Team Manager to compile accurate data for the purpose of Benchmarking the Open Space Service in order to demonstrate efficiency and effectiveness.  6. To be the Open Space Service point of contact for all Insurance Claims made against the Council that fall within the remit of the Open Space Service. To ensure that claims are dealt with in a timely manner and to track the progress of claims. To attend Court hearings, as the Council’s representative to give expert witness testimony in relation to claims made against the Council.  7. To provide advice and guidance in relation to trees, woodlands and nature conservation including advice to the public in relation to tree preservation orders and planning applications and consent.  8. To manage the Council’s Allotment provision including the inspection of individual plots including the allocation and associated administration.  9. Carry out investigations into potential disciplinary incidents and to make recommendations to the Open Space Service Divisional Manager following these investigations.  10. To assist in the preparation of bids for and to secure and maintain Green Flag Awards for public parks and to pursue industry awards for the open space service in order to demonstrate excellence.  11. To monitor allocated revenue budgets to ensure an effective service delivery in compliance with the Councils Standing Orders.  12. To be responsible for ensuring that works completed by external providers are of the required standard and to manage small-scale external contracts.  13. To verify and certify the primary documentation relating to procurement of goods and services.  14. To assist in the establishment and implementation of consultation procedures for a wide range of stakeholders including local community groups and customers to maintain a customer focussed organisation with continuing high ratings of customer satisfaction in surveys.  15. To assist in the development of partnerships with a range of organisations in order to bring additional resources into the management of open spaces to assist the service to deliver its aims and objectives.  16. To enforce relevant byelaws. To issue fixed penalty notices in relation to the ‘Dog Control Orders Regulations 2006’, the ‘Clean Neighbourhoods and Environment Act 2005’ and ‘Section 87 Environmental Protection Act 1990’ offences. To attend court to give evidence in support of prosecutions related to those acts.  17. To provide advice and guidance in partnership with the corporate landlord, for the adoption of open space areas from third parties including all necessary inspections, negotiations, and formal adoption procedures.  18. Liaise with staff at all levels within Halton Borough Council to provide an holistic approach to council services.  19. To provide cover for the other Open Spaces Officer during periods of absence.  20. To work closely with other teams within the Open Space Service to ensure the delivery of a best value service that has a neighbourhood focus.  21. To participate in the out of hours call out arrangements for the Environmental and Regulatory Services centre of excellence, on a rota basis.  22. Other duties (within the qualifications and experience of the postholder) as required by the Open Space Service Divisional Manager, including cover for absent colleagues. |
|  |  |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| **A HNC or above in land based industry subject.** | **HND or Degree Level qualification in a land based industry subject.**  **ECDL Certificate** | All essential qualification certificates must be presented at interview. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Management of small scale contract works. | Use of GIS data systems. | Demonstrate good organisational skills. | Application / Interview /Assessment |
| In the writing of Management Plans, Work Programmes and Reports. |  | Demonstrate a good knowledge of horticultural practice, arboriculture, nature conservation or other land based industry skills. | Application / Interview /Assessment |
| Working within partnerships with external organisations. |  | Demonstrate good interpersonal skills and an understanding of the importance of customer care. | Application / Interview /Assessment |
| In performance management. |  | Demonstrate good keyboard skills. | Application / Interview /Assessment |
| Handling Insurance related claims and correspondence |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | In making grant applications to bodies such Natural England and Forestry Authority. |  | Understanding of Green Flag Award criteria. | Application / Interview /Assessment |
| Preparing bids for Green Flag and other industry awards. |  | Understanding of the ENCAMS criteria. | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Good interpersonal skills. | Membership of land based industry professional body. | Interview / Assessment / Documentation |
| The role will involve regular travel across the borough and sometimes further afield. Therefore, the post holder must have a driving licence and access to a vehicle. Where necessary, reasonable adjustments will be made in accordance with the Equality Act. |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

**The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.**

For office use only:

|  |  |
| --- | --- |
| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

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.