JOB DESCRIPTION

**Department:** Green Sefton **Location:** Boroughwide

**Team:** Development Team **Post No.** 17882

**Post:** Assistant Development Officer **JE No.** A4314

**Grade:** H

**Responsible to: Principal** Development Officer

**Responsible for:** There are no direct reports.

**Job Purpose:**

To support the Team in the delivery of the development function for the Green Sefton Service. This will include exploring and developing strategies and plans, initiatives, and projects for site and service development in order to both develop the physical, social and commercial use of our assets.

The role will include the development of capital and revenue funding bids, and the delivery of projects on the ground. This will therefore include a full range of landscape architectural duties, including landscape design, planting design, construction detailing, contract document preparation, contract administrator duties, and inspection of works on site.

To act as an ambassador for the Green Sefton Service and Sefton Council in general.

**Main Duties and Responsibilities:**

The post holder will be required to:

1. Carry out, and take responsibility for, the Landscape Architect duties on projects while ensuring that satisfactory standards are achieved. Duties will include landscape and planting design, construction detailing, contract document preparation, and procurement/tendering in line with the councils corporate procurement procedures. Project related documentation will be expected to be produced with CAD and general MS Office software.
2. Fulfill general project management duties, monitoring and inspection of works on site, and financial control of projects.
3. Support the Principal Development Officer in the identification and development of schemes to improve Green Seftons green/blue infrastructure on Green Sefton owned sites to deliver Sefton Councils net zero carbon emission ambitions.
4. Assist with the preparation, specification, and production of background research, studies, assessments, estimates, surveys and reports necessary to deliver Green Seftons projects and operations.
5. Assist the Principal Development Officer with internal council procedures and processes including the production and presentation of management, cabinet, and committee reports both verbally and in writing, attendance at cross departmental working groups, and reporting at Green Sefton team meetings.
6. Provide support with the management of revenue and capital budgets and undertake procurement processes for purchasing goods and services within the post holders area of responsibility.

1. Contribute to the continuing improvement of the Green Sefton service by assisting with the review, development, and implementation of plans, strategies, and policies, including exploring the potential commercial utilisation of Green Sefton assets.
2. Assist with the implementation of a performance management framework for monitoring and recording the performance of Green Sefton and its partners in the delivery of agreed plans and objectives. Collect and collate data and performance information through appropriate mechanisms such as KPI’s, consultations, evaluations, etc.
3. Develop and manage a programme for identifying and obtaining potential funding for projects and service development from external sources, such as lottery, grant aid, sponsorship, etc. Ensure that the benefits of secured funds are maximised, used strategically, and that the Council gains optimum value for money.
4. Work with the local community, elected members, partners, and other external organisations to develop beneficial relationships and represent Green Sefton. When required, and with assitance from the Principal Development Officer, present visually and verbally at meetings and events.
5. Undertake compliance activity ranging from advising members of the public through to enforcement action.
6. Assist with Health and Safety matters within the Green Sefton Team including the application of the Construction, Design, and Management Regulations through the preparation and collection of necessary supporting documents, liasing with relevant parties, and monitoring specified processes.
7. Consult with, and obtain necessary approvals from, statutory bodies and undertakers, including Sefton Planning and Building Control, government departments and agencies, utility companies, etc. to enable Green Sefton projects and strategies to be progressed and implemented.
8. Act as landscape design advisor to Sefton Planning Department and assist by submitting advice on planning applications received from developers and other planning permission applicants.

**Team Service Description:**

Green Sefton is responsible for developing the green/blue infrastructure that provides Sefton’s communities with a clean, green borough. The teams within Green Sefton look after and develop the boroughs parks and greenspaces, trees and woodlands, play and recreational facilities, and our coast and countryside, (which include specially protected sites) to the benefit of residents, visitors, investors, and nature.

The Development Team, along with the Community and Resources Team, and the Land Management Team, make up Green Sefton. The Development Team is responsible for producing and implementing strategies for the long term improvement of the borough’s natural assets and the Green Sefton Service as a whole. We aim to do this by working with communities, other council departments, and external partners, to identify and develop initiatives that can be delivered via in house resources, by engaging consultants, and via contractual agreements.

The team also aims to continuously improve Green Sefton as a service to become the most effective, efficient, and customer focused service that it can be. An increasing aspect of this is the development of commercial opportunities.

**We Aim To Deliver the following Outcomes:**

Support the management and development of our green/blue infrastructure to deliver benefits for people, place, and nature.

# Linkages:

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within the Green Sefton Service, other council departments, outside agencies and partners, and members of the public. Some of the critical relationships for your post include:

• Sefton Council Planning Department

• Sefton Council Highways Design

• Communities, Friends of Parks Groups, and other user groups

• Liverpool City Region Combined Authority

• Neighbouring Local Authorities

• Delivery partners on the Coast

This does not represent an exhaustive list.

**Qualifications and Experience:**

See Person Specification

**Organisation Chart:**

See attached.

# Special Conditions:

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings will be a feature of this post. A flexi time and time in lieu system is in place to accommodate out of hours working.

**General:**

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe, and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared By**: **Mike Morgan**

**Designation: Principal Development Officer**

**Date: 15/06/2024**

PERSON SPECIFICATION

Post: Assistant Development Officer Post No. 17882

Department: Green Sefton Team: Development Team

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**  Professional Membership Qualification  Business / Management Qualification  Degree in Landscape Architecture or equivalent | (D)  (D)  (E) | AF/C  AF/C  AF/C |
| EXPERIENCE  Experience relevant to the development and delivery of capital, revenue and community-based schemes for green/blue infrastructure.  Developing commercial opportunities and developing and implementing strategies.  Experience of leading a multi-disciplinary team both under direct supervision and through partnership working.  Experience of working within a Local Authority environment and in particular presenting to and dealing with Elected Members.  Experience of being accountable for and accounting for budgets. | (E)  (E)  (D)  (D)  (D) | AF/I/P  AF/I/P  AF/I  AF/I/T  AF/I/T |
| **SKILLS/KNOWLEDGE/APTITUDES**  Theoretical plus practical and procedural knowledge of the development of green/blue infrastructure  Ability to think clearly and adopt a structured approach to problem solving and produce solutions or strategies over the long term.  Ability to manage complex programmes and projects to often conflicting timescales while setting appropriate priorities.  Working knowledge of the Construction Design and Management and Regulation.  Good design skills allied to good construction and horticultural knowledge.  Ability to effectively present ideas in written, verbal, and graphic form.  Ability to organise and motivate staff.  Computer literacy and keyboard skills, with good knowledge and abilities in Microsoft Office and AutoCAD software. | (E)  (E)  (E)  (E)  (E)  (E)  (D)  (E) | AF/I/P  AF/I/T  AF/I  AF/I  AF/I/T  AF/I/T/P  AF/I  AF/I/T |
| **SPECIAL REQUIREMENTS**  The post holder may be expected to attend meetings outside of normal working hours.  The job will involve some exposure to disagreeable and unpleasant environmental working conditions. | (E)  (E) | AF/I  AF/I |

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| Prepared by: Mike Morgan | AF | = Application Form |
|  | C | = Certificate |
|  | I | = Interview |
| Date: 16/06/2024 | T | = Test |
|  | P | = Presentation |