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| **Parks manager**  **SALARY GRADE: HBC 8** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job  * To be responsible for the management, maintenance and development of the Borough’s public parks, sports grounds, equipped children’s playgrounds, promenades, riverside walks and local nature reserves. * To be responsible for front line staff within the service. * To be responsible for visitors to sites that fall within the Parks Section’s portfolio and engage with them directly. * To ensure all sites are managed and maintained to the highest standards. * To maintain and secure Green Flag Awards and to draw up and implement management plans. | |
| More specific responsibilities include:   * Responsibility for the management of the Borough’s public parks, sports grounds, civic horticultural displays, equipped children’s playgrounds, promenades, riverside walks and local nature reserves through the line management of the Environment Services ‘Parks Section’, which includes the Assistant Parks Services Manager and other front-line operatives. * To be responsible for the writing of park management plans and their implementation. This will include co-ordinating the contributions of other officers within the Division into the overall plans. * To ensure that the Borough’s public parks, sports grounds, civic horticultural displays, equipped children’s playgrounds, promenades, riverside walks, and local nature reserves, are maintained to the highest standards of horticultural excellence, conservation value and cleanliness. * To ensure that the Borough’s public parks, sports grounds, civic horticultural displays, equipped children’s playgrounds, promenades, riverside walks and local nature reserves, are kept safe for public use. To ensure infrastructure and site furniture is kept in a good state of repair. * To attend meetings of interest groups such as, but not limited to, ‘Friends of the Parks’, and to facilitate such groups to realise their aims and to work in partnership with groups in order to enhance the Borough’s public parks, sports grounds, civic horticultural displays, equipped children’s playgrounds, promenades, riverside walks and local nature reserves. To meet with or visit individuals upon request to look into issues, problems and requests and to be responsible for the handling and resolution of all enquiries from members of the public relating to the delivery of the service. * To collaborate with other staff to manage key operational landscape management IT systems and applications, including, but not limited to, Mayrise, PlaySafe, and Ctrack in order to facilitate the effective operation of the Division. * To ensure adequate resources are available to front line staff in order that a quality service is delivered. * To meet regularly with the Assistant Parks Manager to ensure that all areas are maintained at a quality standard and to agree improvement targets as may be necessary. * To ensure adequate control of stock is undertaken. * To maintain and promote safe working practices through the development and implementation of appropriate safety management systems and to ensure that staff adhere to Health and Safety guidance and Legislation. To ensure the timely and thorough investigation of any accidents and to ensure that any recommendations are implemented. * To verify and certify the primary documentation relating to salary payments, utilisation of materials, Council owned, and hired, transport and plant. * To operate the Council’s grievance and disciplinary procedures. Carry out investigations into potential disciplinary incidents and to make recommendations to the Environment Services Operations Manager. * To carry out Employee Development Reviews or other appraisals of subordinate staff. To ensure staff are correctly trained and to maintain adequate records. * To be responsible for ensuring that work completed is of the required standard. * To ensure public spaces are appropriately Risk Assessed and managed to minimise risk to the public, and to ensure regular inspections are carried out and recorded. * To be responsible for the cleanliness, safe operation and security of operational depot facilities including holding keys and attending emergency call outs in the event of burglary or fire. * To operate and administer Landscape Services IT systems such as Mayrise, PlaySafe, Vehicle Management Systems and work planning programmes. To record all inspections on the Divisions systems to ensure effective reporting. * To be responsible for identifying and supporting income generation opportunities within the Council’s Parks * Liaise with staff at all levels within Halton Borough Council to provide an holistic approach to council services. * To attend public events and meetings at weekends and evenings. To participate in the wider Environment Services Division out of hours call out arrangements on a rota basis. * Other duties (within the qualifications and experience of the postholder) as required by the Open Space Services Divisional Manager, including cover for absent colleagues. | |
| About You | |
| Educated to degree level or equivalent.  In addition you will have:   * Experience working within the land based industry or parks management service. * Line management experience; including teams. * Experience of developing and implementing strategies and business plans. * Previous experience of writing and implementing site management plans. * Previous experience of managing a front line workforce. * An understanding of management and leadership issues especially in an operational environment. * Good knowledge of horticultural practice. * Good organisational skills. * Good interpersonal skills and an understanding of the importance of customer care. * Good understanding of IT systems and be able to use them to facilitate effective management of a front line service. * Must have a good understanding of the Green Flag Award Scheme and its criteria. * A Full UK Driving Licence.   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  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. | |
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