

## Job Description

Job Title	General Parks Manager
Grade	PO4
Reporting To	Assistant Senior Manager
JD Ref	OPS0019P

### Purpose

Responsible for the day to day management of parks and open spaces, allotments, countryside, coastal areas, playgrounds, events, trees and cemeteries within a designated area and other areas as service needs dictate; through management of team leaders, rangers and grounds maintenance operational staff and work with Friends groups and other organisations.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

#### Communication, Engagement and Training:

- Ensure that work is completed on time and that standards and quality are continuously monitored and improved in line with current performance standards and available resources, utilising performance management as a positive and effective tool.
- Work with Parks Support Officer responsible for Allotments, allotment site secretaries and plot holders to ensure allotment sites are safe, productive and attractive, in line with agreed standards and strategies
- Responsible for applications for Green Flag Awards or other similar external accreditation awards for parks.
- Respond to correspondence from members of the public, special interest groups, and other organisations, councillors and MPs within agreed deadlines.
- Promote nature conservation by the creation, protection and appropriate management of sites.
- Preparation of Committee reports and attendance at Committee as required.
- Manage and develop staff through appraisals and the organisation of training and development of staff to increase the section's effectiveness.

- Responsible for the Health & Safety of the area in accordance with Council Policies including the management of Hand Arm Vibration (HAVS), noise control and Personal Protective equipment (PPE).
- Responsible for ensuring compliance with CDM regulations for all relevant works within the designated area.
- Provide a grounds maintenance service for other client departments in line with current Service Level Agreements (SLAs).
- Responsible for ensuring that staff and key stakeholders are briefed appropriately in relation to council wide communications and matters relevant to the Service area.
- Work with staff from within the Parks & Countryside Service, staff in other departments, public agencies and voluntary organisations in order to carry out improvements to parks, countryside and allotments.
- Responsible for consultation, support work and capacity building with user groups, friends of parks groups and community groups. This will involve occasional evening and weekend work.
- Responsible for ensuring the induction, appraisal and management of staff performance is in line with Council standards; including identifying and ensuring delivery of specified on the job training for staff.
- Carry out the management and implementation of the Council's policies including Disciplinary, Grievance, Sickness and Capability.
- Responsible for the supervision of team leaders, rangers, grounds maintenance staff and volunteers in the area including preparation and monitoring of work schedules.
- Represent the Parks & Countryside Service at Neighbourhood Forums and Committees as appropriate and liaise with Friends Groups and User Groups.
- Manage team and personal workload, changing priorities and objectives as required and in light of resource availability.
- Responsible for ensuring the monitoring and day to day maintenance of all plant and machinery, including the inspection of machinery and playground equipment to include effective record-keeping.

#### **Data Analysis and Decision-Making:**

- Investigate, resolve and respond to questions, complaints and site problems from Local Members and the public, and initiate appropriate action as requested.
- Prepare specifications and quotations for contract work and ensure robust contract management takes place within the recognised CDM regulatory framework.
- Prepare and submit monthly financial monitoring and performance reports to the Assistant Senior Manager and Senior Manager of Parks & Countryside, and responsible for ensuring service operates within budget.
- Assist in developing good industrial relations with the Trade Unions and representing the service where appropriate in negotiations.
- Decide on and co-ordinate the development of specific areas of activity or provision such as children's play, football, bowls, cricket and cycling as required.
- Decide on, draw up, implement and review priorities and programmes of work for the development of parks, countryside and allotments.
- Make decisions in relation to resources including budgets, staffing, equipment and projects in order to provide good quality parks and associated services in ways which make best use of available resources and maintain or increase customer satisfaction.



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- Prepare estimates for services and assist with tendering and the operation and monitoring of contracts where appropriate.
- Conduct site surveys and inspections.
- Prepare, implement and monitor work schedules, including winter works schedules, which accurately indicate current progress and completion timescales for each area of work.
- Responsible for the production of management plans, development plans and action plans for individual parks and open spaces.

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

#### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

#### **Qualifications**

- HNC or HND in Park Management Sector or equivalent qualification or experience.
- *Desirable - insert criteria if applicable*

#### **Knowledge & Skills**

- Able to work with Council staff, public agencies, voluntary organisations, allotment groups and plot holders.
- Able to work as part of a team or individually as required.
- Computer skills, including Microsoft Word, Microsoft Excel, & E-mail
- Financial management skills.
- Knowledge and awareness of health and safety and security issues.
- Able to source funding.
- Analyse data and to write reports, plans, policies and work programmes.
- Able to give talks and organise events.
- Knowledge and awareness of horticultural techniques.
- Able to undertake Wirral Parks & Countryside Career Pathway training in Park Management.
- *Desirable – Coaching and training skills.*
- *Desirable – Knowledge of community development and decision-making techniques.*
- *Desirable – Completion of Wirral Parks & Countryside Career Pathway training in Park Management or equivalent.*



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## Experience

- Experience of managing, developing and promoting Parks, and other green spaces including allotments.
- Experience of Green Flag and other Award Schemes.
- Experience of carrying out site surveys and inspections.
- Experience of carrying out consultation exercises.
- Experience of providing training to voluntary organisations.
- Experience of managing budgets.
- Experience of using procurement systems to purchase goods and services.
- *Desirable - Experience of one or more parks and countryside related specialisms.*

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Vocational Driving
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

**DARRAN MARQUISS**

**ASSISTANT SENIOR MANAGER PARKS, ALLOTMENTS AND  
COUNTRYSIDE  
WIRRAL COUNCIL**

**17/12/2025**



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