Job Description

Job Title: Community Parks Officer
Post No: CBC/
Grade: E
Division: Planning
Location: Central Depot
Responsible to: Green Space Development Officer

Part A: Job purpose
The post of Community Parks Officer is one of 3 posts reporting to the Green Space Development Officer. The post holder will support the Green Space Development Officer in terms of the areas of activity listed within Part C.

This job description operates in conjunction with the Council constitution including the scheme of delegations.

Part B: Key result areas

1. Own personal management and development
   a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
   b) to ensure that the Council's equal opportunities policies are followed and actively practice social inclusion within own area of service.
   c) to read and respond to corporate communications and information which is disseminated.
   d) to participate in the Council's agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.
   a) no budget responsibility;
   b) ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
   c) to comply with standing orders, financial regulations and all other Council policies and systems for ensuring financial probity;
3. **Professional / technical**
   a) maintain personal professional/technical competence within the service area in part C;

4. **Other responsibilities**
   a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
   b) to comply with all aspects of the corporate health, safety and welfare policy
   c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

**Part C: Specific Service Areas**

1. **Maintaining/Developing Green Space Standards**
   a) Assist the Green Space Development Officer with implementing maintenance/refurbishment/development works (capital/revenue) associated with play areas, parks, open spaces, playing fields, allotments and other public green space.
   b) Formulate detailed drawings and specifications to support the Council's procurement processes.
   c) Determine prices using companies best suited to undertake works, in accordance with the Council’s financial regulations.
   d) Ensure performance of works to the agreed standards and time scales.
   e) Controlling, monitoring and reporting of agreed project budgets.
   f) Producing works orders for response maintenance and ensuring works are effectively implemented.
   g) Keep up to date with current practice and changes in legislation related to green space management.
   h) Ensure secure control and management of physical resources i.e. playground equipment, surfacing, park furniture
   i) Manage and administer the seat sponsorship scheme. Liaise with potential donors; agree locations, payments, ordering and installation of seats.

2. **Development and Promotion**
   a) Assist with the formulation of strategies and related topics associated with green space.
   b) Development of five year management plans for green spaces, and undertaking of Green Flag Park applications.
   c) Develop appropriate consultation procedures to promote management plans and park improvement projects, in line with the green space strategies.
   d) Promote the work of the Division to our customers through:
      - attendance at relevant “User Groups”
- giving talks and lectures to local groups
- assisting with the development of promotional material for the Division and consultation exercises when required
- working with the Council, other agencies, community and voluntary groups to develop services within corporate and community strategies.

e) Preparation and presentation of reports associated with own service area, as requested by the Green Space Development Officer.

3. Planning & Development Control

a) Assist with the adoption of new public green space.

b) Assist in the preparation of commuted maintenance for new development sites.

c) Monitoring of public green space on new development sites to ensure developers comply with landscape planning conditions in respect to laying out new land.

d) Assist with the production of green space related detail of Section 106 agreements and planning conditions.

4. Administration and Communication

a) Assist the Green Space Development Officer with budgetary control, with authorisation up to set limits for purchasing of goods and services.

b) Record expenditure on the Council’s ordering systems.

c) Approve invoices received against works undertaken and pass for Divisional approval.

d) Ensure appropriate action is taken in line with Council procedures on letters/email/complaints for the department.
Applicants Please Note: You may retain this form for your information.

<table>
<thead>
<tr>
<th>Division: Planning</th>
<th>Job title: Community Parks Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade: E</td>
<td>Post number: CBC/</td>
</tr>
<tr>
<td>Drawn up by:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

Does this post require a criminal record check? It will be obtained through the Disclosure and Barring Service (DBS). YES (delete as appropriate)

If a check is not required please delete the following text

If yes, at what level, ENHANCED (delete as appropriate)

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a DBS disclosure form and allow the appropriate checks to be carried out.

<table>
<thead>
<tr>
<th>Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)</th>
<th>Assessment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Skills and Abilities</strong> (Including basic, technical, communication, managerial skills, skills dealing with people, etc.)</td>
<td></td>
</tr>
<tr>
<td>1. The ability to communicate verbally and in writing.</td>
<td>I</td>
</tr>
<tr>
<td>2. The ability to draw up plans, measure quantities and put together specifications for minor works.</td>
<td>I</td>
</tr>
<tr>
<td>3. The ability to work in an unsupervised situation and be responsible for taking decisions.</td>
<td>I</td>
</tr>
<tr>
<td>4. The ability to contribute to group discussions involving the local community or other agencies.</td>
<td>I</td>
</tr>
<tr>
<td>5. The ability to create, maintain and enhance effective working relationships with other team members, line managers and customers.</td>
<td>I</td>
</tr>
<tr>
<td>6. The ability to contribute to planning work programmes, setting out clearly and concisely in the written form objectives, programmes, procedures, key measurable targets and implementation thereof.</td>
<td>I</td>
</tr>
<tr>
<td>7. Ability to meet targets and work under pressure.</td>
<td>I</td>
</tr>
<tr>
<td>8. The ability to talk tactfully to customers, obtain information by questioning and reasoning.</td>
<td>I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. Knowledge</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of horticulture and landscape design.</td>
<td>S</td>
</tr>
</tbody>
</table>
2. Knowledge and understanding of contract preparation and implementation.  I

3. Knowledge and understanding of community consultation techniques.  I

### Essential Criteria

<table>
<thead>
<tr>
<th>C. Work Related Experience</th>
<th>Assessment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will have experience in a landscape industry.</td>
<td>S</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Qualifications - for which there is a legal/professional requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Minimum HND in Landscape or related discipline.</td>
</tr>
<tr>
<td>2. Full Driving Licence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Circumstances (e.g. may be required to attend evening meetings).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occasional evening meetings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BA Landscape Architecture or a Postgraduate diploma in Landscape Architecture or similar.</td>
</tr>
<tr>
<td>2. Auto CAD / GIS experience.</td>
</tr>
<tr>
<td>3. Knowledge and understanding of project management.</td>
</tr>
</tbody>
</table>

#### Criteria Assessment Code Descriptors

- **S** - To be assessed at shortlisting for interview.
- **I** - To be assessed at interview
- **T** - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)

### FOR OFFICE USE ONLY

**Verification Statement**

I confirm that this Personnel Specification has been approved by:

Name: Adam Reynolds  
Job title: Green Space Manager  
Signature:  
Date of Approval: 12-05-2017

**This statement must be completed before the form is sent to Human Resources**

This form is produced by Human Resources, if you would like to comment on it please call us on 775164 or email jobs@cheltenham.gov.uk  
Form updated June 2015