 <b>WOKINGHAM</b> BOROUGH COUNCIL	<h2>Job Description</h2>		Job Reference
Job Title	Green Infrastructure Support Officer		
Service	Place and Growth – Green and Blue Infrastructure	Team	Green Infrastructure
Location	Shute End/Home Working		
Reports to	Green Infrastructure Team Leader		
Responsible for	None		
Grade	Type of position:		Date
G7	Permanent  Full Time		May 2025
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<h3><u>Service Purpose</u></h3>			
<p>Providing the delivery of Community, Heritage and Green Infrastructure to support strategic and related major development proposals, through master planning, infrastructure delivery plans, guidance and policies and concept documents, providing pre-application advice, briefing Forums, Stakeholder engagement, determining applications, presenting the Council's recommendation to Committee and working closely with developers and promoters.</p>			
<p>Providing for protection, preservation or enhancement of Wokingham's ecological, conservation, heritage, landscape, rights of way and tree assets through the provision of advice or timely procurement of regulatory and enforcement action by others where expedient.</p>			

### **Purpose of the role**

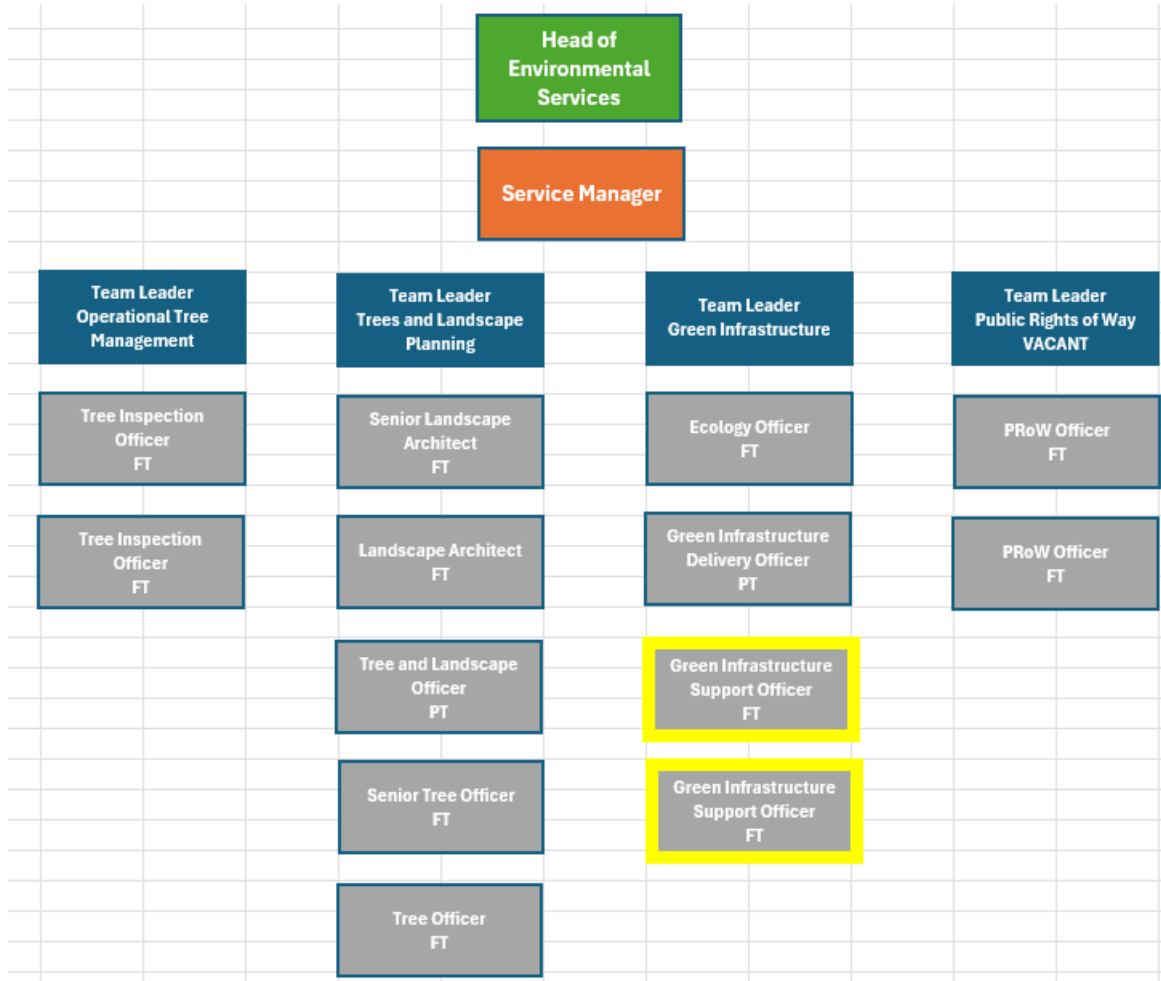
To lead and coordinate the effective design, delivery, management and adoption of new green infrastructure assets, including public open spaces, play areas, Suitable Alternative Natural Greenspaces (SANGs) and country parks, secured through development, ensuring that transferred green spaces are delivered and managed to a standard consistent with Council policies, environmental legislation and H&S regulations.

To ensure that the Council meets its statutory duties in relation to green space provision and green infrastructure planning obligations, contributing to the local authority's public health responsibilities by supporting access to high-quality green spaces.

### **Main Accountabilities**

1	Manage the transfer of green infrastructure assets from developers to the Council, ensuring quality standards, legal compliance and long-term sustainability.
2	Oversee the delivery and adoption of SANGs, public open space, play areas and country parks, in accordance with Section 106 agreements, planning conditions and council policy.
3	Work collaboratively with planning officers, legal, parks and maintenance teams to advise on green infrastructure planning consultations applications and coordinate green infrastructure delivery.
4	Monitor and report on the progress of green infrastructure projects, identifying risk and implementing solutions to ensure timely and effective adoption.
5	Ensure that all adopted spaces support the Councils climate, biodiversity and public health objectives.
6	Provide expert advice to developers, Councilors and internal teams on green infrastructure requirements and best practice.
7	Providing advice to legal enquiries, S106 / CIL officers in relation to green infrastructure S106 and developer contributions.
8	Maintaining accurate records, plans and documentation to support legal transfers and ongoing management of adopted spaces.
9	Responsible for tracking ongoing and upcoming delivery of green infrastructure schemes, identifying improvements and efficiencies in the management of records.
10	Ensuring open space contributions are delivered in line with S106 agreements and planning consents.
<b>Supervision Received</b>	Reporting to the Green Infrastructure Team Leader with support, guidance & supervision provided wherever necessary
<b>Supervision Given</b>	None
<b>Contacts &amp; Working Relationships</b>	Developers, Members, Internal Officers, Town and Parish Councils, Volunteer and community Groups
<b>Management of resources or budget</b>	Raising POs and processing invoices. No direct budget management.
<b>Special Factors</b>	Site visits

## Organisation Chart



## Person Specification

Qualifications	Essential	Desirable
	Relevant degree or equivalent experience in planning, environmental management, landscape architecture or related field.	Evidence of continuous personal and professional development
Technical Skills.	Essential	Desirable
	<p>Excellent IT skills including office software such as Microsoft Word, Outlook, PowerPoint and Excel.</p> <p>Experience of using relevant technology and software for management of landscape plans.</p> <p>Experience in use of mapping software such as Arc GIS or similar.</p>	<p>Experience in use of mapping software such as Arc GIS or similar</p> <p>An understanding of political organisations</p>

	Excellent written and verbal communication and negotiation skills.	
	Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification	
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	Working knowledge of the legislative frameworks surrounding green infrastructure.	Experience of championing own ideas and obtaining commitment to allow them to be delivered
	Knowledge of Section 106 agreements, planning policy and statutory duties relating to green space and biodiversity.	Experience of working in a matrix management environment, where cross team and cross-organisation working are essential
	Experience of identifying, developing and delivering opportunities for improving service.	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Experience in the design or long-term maintenance planning of open spaces or country parks.	
	Experience of working within or within local government or developers delivering Green Infrastructure.	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	Effective communicator at all levels	
	Full UK driving license	
<b>Completed by:</b>	Laura Buck (Green Infrastructure Service Manager)	<b>Date: May 2025</b>