

Job Details

Job Title:	GREEN SPACE AND STREET SCENE OFFICER
Post Number:	POST000080
Directorate:	Environmental and Community Services
Section:	Green Space and Street Scene
Post Grade:	Tier: 4, Grade: F
Responsible to:	Green Space and Street Scene Manager
Responsible for:	N/A

Job Purpose

- Responsible for a range of specialist green space and street scene projects, contracts, and initiatives to develop and improve parks and street scene facilities and infrastructure.
 - Provide a specialist horticultural and landscape design service and also provide professional advice and guidance for outdoor play areas to ensure the Council complies with current legislation and standards.
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Main Responsibilities

- Provide professional horticultural advice and assistance to members of the public, other departments and organisations.
- Responsible for the delivery and development of new projects including play areas and landscaping.
- Provide expert advice concerning provision and location of play areas, landscaping, and implement a series of reviews of existing services.
- Maintain the borough's programme of play area/parks and open spaces inspections and maintenance in line with council policies and strategies.
- Implement and maintain management plans for parks and open spaces throughout the borough.
- Prepare specifications and contract documents for the competitive tendering of the contracts and monitor the performance of approved contractors.

- Co-ordinate and support community groups to develop environmental campaigns and initiatives.
 - To work with the service manager to provide continual improvement in the effectiveness of the role of the GS&SS Officer.
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Decision making

- Development of new projects and initiatives to ensure outcomes are delivered.
 - Evaluate tender submissions and award contracts ensuring quality and best value.
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Financial Responsibilities

- Responsibility to allocate resources and monitor annual revenue/capital budgets, agree contract variations, and ensure projects are completed within agreed timescales.
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Key Contacts / Relationships

- The public, sub-contractors, developers, council officers and other organisations.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Head of Operational Services**

Date: **January 2024**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

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EXPERIENCE

Essential Criteria

- Experience in Amenity Horticulture or landscape design. A,I,D
 - Experience in a technical office environment preferably in a public service. A,I,D
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QUALIFICATIONS

Essential Criteria

- HND / Degree in Horticulture, Landscape Design or an appropriate subject. A,D

Desirable Criteria

- Membership of Professional Bodies. A,D
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SKILLS & KNOWLEDGE

Essential Criteria

- Ability to use computers including Microsoft Word, Excel and Outlook email. A,I
- Knowledge of landscape design, plants, draughtmanship, contract management, play provision and community engagement. A,I,D

Desirable Criteria

- Ability to use Geographical Information Systems. A,I
 - Knowledge of financial management, quality systems. A,I,D
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OTHER REQUIREMENTS

Essential Criteria

- Good communicator, team player, able to work on own initiative, ability to meet deadlines, good telephone manner, flexible approach, positive attitude. A,I,D
 - Full Driving Licence. A,D
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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.0 – January 2024

