



Job description			
Job title	Allotments and Assets Officer		
Grade	J		
Directorate	Communities & Neighbourhoods		
Service/team	Environmental Sustainability Service		
Accountable to	Green Infrastructure Manager		
Responsible for	N/A		
JE Reference	A5105	Date Reviewed	3 May 2022

Purpose of the Job

The post holder will undertake the day-to-day management of the boroughs statutory allotment sites and proactively work with the allotment associations to develop site improvement plans to secure external grant funding to deliver much needed infrastructure improvements to these sites.

The post holder will support the development of new allotment sites across the borough to meet the growing community demands and support charitable and community organisations to develop community gardening initiatives.

The post holder will also take the lead on the maintenance, repair and the health and safety compliance of the Service's green space building assets.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which might be required of the post holder, and is illustrative of the general nature and level of responsibility of the work to be undertaken.

Responsibilities - Allotments

1. To promote, develop and represent the Council in all matters relating to Knowsley's allotment sites, including the annual allotment forum.
2. Manage the allotment tenants and waiting lists and to provide advice and support to allotment tenants, allotment associations and site representatives on allotment procedures, rules and investigate and respond to complaints and disputes to provide advice, mediation and corrective actions.



3. To conduct site surveys, site inspections and produce reports and performance data, in order to maintain plot quality standards, and to manage and make appropriate decisions on all allotment tenancies, disputes and terminations.
4. To work with local volunteers and organisations to support existing and develop new community growing projects across the borough.
5. To commission maintenance works with both internal Council teams and external contractors and ensure such works are conducted to the appropriate standards.
6. Assist in the maintenance of allotment sites by undertaking light, operational duties and repair works.
7. Identify and develop opportunities for all members of the community to become involved in allotments, community growing programmes and wider green space volunteering.
8. To manage the allotment expenditure and income budgets, and to secure external funding for allotments improvements and development.
9. To keep up to date with allotment legislation and practice, working with the Council's Legal department to update tenancy agreements in line with current legislation as and when required.

Responsibilities - Building Assets

1. Working with the Council's Assets Team to ensure that the green space building assets within the Environmental Sustainability Service portfolio are in compliance with all statutory health and safety legislation, including fire risk assessments, Portable Appliance Testing (PAT), asbestos awareness, legionella prevention and the Control of Substances Hazardous to Health (COSHH).
2. Coordinating and overseeing programmed building maintenance and repairs where required.
3. Administering the payment of utility bills for green space buildings, including recharging to third party leaseholders where required, in liaison with Council colleagues.
4. Conducting regular site inspections and preparing reports.
5. Responding to enquiries and requests by building tenants and helping to resolve problems or issues.



Responsibilities - General

1. Excellent written and verbal communication skills, able to engage confidently with diverse groups of people and build effective relationships
2. Good interpersonal skills including the ability to work across services and organisational boundaries.
3. Strong project management and delivery skills to deliver key projects to completion.
4. To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery.
5. To ensure all Council Standing Orders and Financial Procedure Rules are upheld.
6. Assist in ensuring that continuous improvement, value for money and best value are delivered by all areas of the Council by challenging existing practices as necessary.
7. To ensure in relation to your duties that all legislative, regulatory and national guidance are adhered to at all times.
8. To promote the duty to co-operate between organisations in order to improve the quality of life of all residents.
9. To fulfil any other duties as reasonably directed by the Capital Delivery Manager.

Knowsley Better Together – Staff Qualities





Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.