

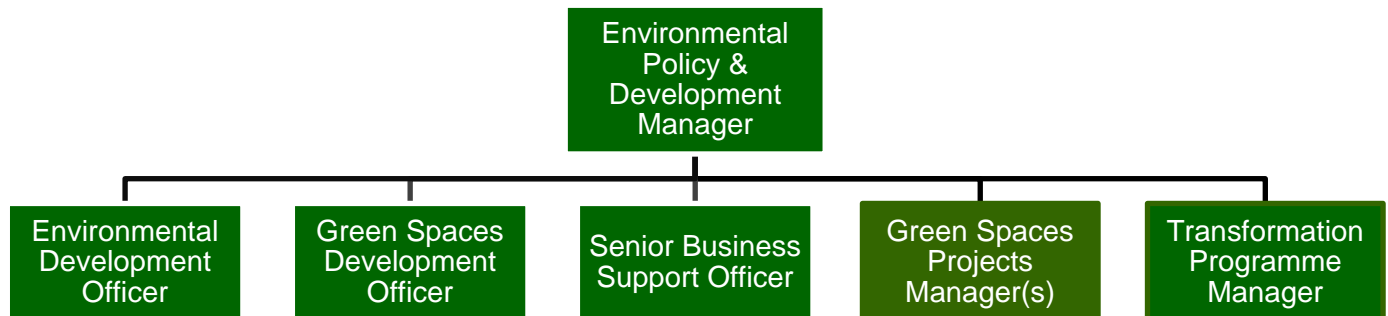
Job Description

Post Title	Green Spaces Projects Manager
Post Number:	000412
Business Unit	Stevenage Direct Services
Business Unit team	Environmental Development
Accountable To (<i>Line Manager</i>):	Environmental Policy & Development Manager
Responsible For (<i>Direct Reports Post Title</i>):	N/A

Job purpose

The principle purpose of this post is to develop the town's green environment in accordance with Council policy and ambitions. The post holder will manage a range of environmental projects, develop parks and play areas, assist the Environmental Policy & Development Manager in developing policy, strategy and management plans, and assist with the development of partnership working with local interest groups and volunteers.

Organisational position



Key tasks, duties, responsibilities and accountabilities of the post

Project Management

- Undertaking project planning, management and all other duties associated with managing a diverse range of environmental projects.
- Assist with the preparation of tender and contract documentation for all contracts and quotations necessary to seek competitive provision and implementation of new works and services across the whole area of responsibility.
- Organising and undertaking feasibility studies associated with future environmental projects.
- Carrying out consultation and/or planning for real exercises, with local residents and other stakeholders.
- Preparing detailed consultants briefs, and assisting with the selection and appointment of specialist consultants.
- Assisting with the preparation of specifications, bills of quantities, plans, tender documents and all other necessary documentation.
- Procurement of services in accordance with the Council's Standing Orders and Financial Regulations, including the evaluation of technical tenders, and undertaking interviews with tenderers.
- Assisting with the award of contracts to successful contractors.
- Ensuring contractor compliance with current licensing, Health & Safety legislation, and all other contract conditions and specifications.
- Regular monitoring of work performance by contractors, liaising with them, to ensure a high standard of work is being achieved, giving clear recommendations for action.
- Undertaking and reporting on post project evaluation.

Communication

- To provide sound advice on green spaces, including parks, playing fields, allotments fixed play and related matters, as required, to Councillors, council officers, community groups, etc.
- Preparing reports and dealing with all written correspondence in a clear, sympathetic and expeditious manner, keeping all interested parties well informed of progress in relation to environmental projects.
- Co-ordination of all publicity and promotion associated with environmental projects, including the organisation of opening ceremonies and launch events.
- To assist with promoting green spaces and to seek external accreditation where this is in line with corporate aims and objectives.
- To assist in developing and maintaining partnership working where appropriate. To liaise with and advise customers, ward councillors and officers including ward walkabouts, community groups and public meetings on all aspects of Environmental Services provision.
- To develop and implement consultation in relation to project delivery and / or customer satisfaction.

Management

- To lead and support volunteers, community groups and partner organisations, with an interest in green spaces, in undertaking works to these areas.
- To develop and support volunteer activities in green spaces, including supervision, training and development.
- To lead on the management and development of wildlife habitats.
- To develop and review risk assessments and method statements associated with volunteer activities, community groups and other activities in green spaces.
- To assist with the development, and implementation, of strategies, policies and management plans relating to the green environment. Consultation with relevant stakeholders and partners where appropriate.
- To assist with identifying and securing external funding opportunities for all green space related initiatives.
- To assist with the appointment of external design and research consultants.
- To assist with the implementation of the local Biodiversity Action Plan and other similar initiatives.
- To assist with the management of relevant budgets and the preparation of estimates and forward plan bids for service improvements.
- To assist with specific detailed reviews within the service.
- To utilise, develop and update environmental computer systems, including geographical information systems

The role's key contacts and level of relationships with individuals, groups of people, agencies and external organisations

Day-to-day duties will involve the post holder in close liaison with various individuals and groups, for example, contractors, other department officers, members of the public, residents, Ward Councillors, partner organisations, community groups and organised interest groups (volunteers, schools, etc)

The post holder will play a key role in developing and supporting volunteers, providing regular motivation, mentoring, training and supervision to these individuals and groups.

Governance, Corporate and other responsibilities

- Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role
- Adhere and ensure compliance to the Council's policies, rules and procedures including, Health and Safety, Equality & Diversity, information management including Data Protection, HR, all other legislative responsibilities, governance, financial and procedural rules.
- Ensure compliance to the organisation's Code of Conduct in the delivery and provision of services to staff and the community.
- Be prepared to undertake additional duties not included above that are appropriate to the job grade and qualifications, skill and experience as contained within the Person Specification, recognising that this Job Description will be kept under review and may be amended at the Council's discretion to ensure organisational needs are met.

- Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by [Hertfordshire Safeguarding Adults Board](#).

Person Specification

	Required Skills and Competencies	Essential / Desirable	How to be Assessed
Knowledge, skills and abilities	Ability to work to strict deadlines	Essential	Application / Interview / Test
	Preparation and monitoring of budget data	Essential	Application / Test
	Problem solving skills	Essential	Application / Interview / Test
	Ability to prepare detailed project management plans	Essential	Application / Interview / Test
	Knowledge of parks management and development	Essential	Application / Interview
	Knowledge of the development and management of wildlife habitats	Essential	Application / Interview / Test
	Ability to work as part of a team	Essential	Application / Interview / Test
	Report writing skills	Essential	Application
	Ability to organise workloads, resources and supervise staff	Essential	Application / Interview / Test
	Ability to communicate effectively with members of the public, elected Members, and other Council officers.	Essential	Application / Interview / Test
	Preparation of quotations, tenders and contract documents	Essential	Application / Interview
	Knowledge of health & safety requirements.	Essential	Application / Interview
	Presentation skills	Essential	Application / Interview / Test
	Analytical and research abilities	Essential	Application / Interview
	Ability to utilise computer applications	Essential	Application / Interview / Test
Knowledge of Green Flag awards	Desirable	Application	

	Required Skills and Competencies	Essential / Desirable	How to be Assessed
	Ability to utilise Microsoft Project	Desirable	Application
	Ability to post and update information on website	Desirable	Application / Test
	Educated to GCSE standard or equivalent	Essential	Application
	Degree / Diploma in Management Studies or equivalent	Essential	Application
	Project management	Desirable	Application / Interview / Test
Experience	Experience of project planning and management	Essential	Application / Interview / Test
	Experience of working with community groups.	Essential	Application / Interview / Test
	Experience of post project evaluation	Essential	Application / Interview
	Local government experience	Desirable	Application / Interview
	Experience of monitoring a range of environmental work	Essential	Application / Interview
	Experience of making presentations to stakeholder groups.	Essential	Application / Interview / Test
	Experience of parks management and development	Essential	Application / Interview
	Experience of making application for external funding	Desirable	Application / Interview
	Experience of managing / organising events	Desirable	Application / Interview
Any other attributes required for the role not mentioned above	Ability and willingness to travel to other locations as required for the role	Essential	Application / Interview
	Possession of a clean, full driving licence	Essential	Application / Interview
	Flexible attitude to working hours i.e. evening and weekend working	Essential	Application / Interview