

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Parks and Green Spaces Team Leader		<b>Director/Service/Sector:</b> Place/Neighbourhood Services/Countryside and Green Spaces Team		<b>Office Use</b>
<b>Grade:</b> 8		<b>Workplace:</b> Countywide		<b>JE ref:</b> HRMS ref: <b>3649</b>
<b>Responsible to:</b> Senior Countryside and Green Spaces Officer		<b>Date:</b> January 2020	<b>Manager Level:</b>	
<b>Job Purpose:</b> Manage a team of technical officers and provide leadership, management and direction in respect of the Council's urban and rural open spaces, parks and playing fields to ensure they meet public expectations and are managed in a cost effective and sustainable manner.				
<b>Resources:</b> Staff	3.3 fte x Parks and Green Spaces Officers, and 1 fte x Country Parks and Sites Officer. Complete appraisals for these staff throughout Northumberland.			
Finance	Monitoring of expenditure / income against forecasts for designated revenue budget areas and capital projects. Preparation and management of contracts and service level agreements with contractors and clients. Responsibility for handling payments, raising orders, and raising invoices. Post holder will be responsible for the management of revenue spending budgets of in excess of £500,000 (inc staff costs), and income budgets of between £35,000 and £250,000. The post holder will also manage annual capital budgets of in excess of £100,000.			
Physical	Parks, Country Parks, playing fields and other council owned green spaces across the county. Visitor centres and changing pavilions owned and operated by the council.			
Clients	Elected members, members of the public, Town and Parish Councils, Community Groups, Friends Groups, Statutory undertakers, private sector organisations. Lead on the creation of long term strategy, policy and enforce regulations that have a direct impact upon the health, safety or well being of the public or service users within the councils parks and green spaces.			
<b>Duties and key result areas:</b>				
<ol style="list-style-type: none"> <li>1. To develop effective and constructive relationships with Local Services colleagues and external stakeholders in order to ensure effective management of the Council's parks and green spaces, and the delivery of high quality services.</li> <li>2. To develop robust mechanisms for establishing and monitoring the effectiveness of service related strategies, policies and practices.</li> <li>3. To assist the Senior Countryside and Greens Spaces Officer in setting and delivering policy and strategy for the provision, development, and maintenance of parks, green spaces and associated infrastructure, giving direction to operational services as necessary.</li> <li>4. To manage and support service-delivery partnerships such as, Parish Partnerships, Local Neighbourhood Agreements, development trusts, in bloom groups, 'friends' groups and other community groups, along with bringing in key specialist partners to jointly plan and deliver community-based projects.</li> <li>5. To advise the Senior Countryside and Green Spaces Officer, Divisional Manager and Head of Service, regarding issues relating to the effective management of parks and green spaces.</li> <li>6. To liaise closely with NEAT Area Managers and Senior Team Leaders to ensure that day to day standards of park management are met, and to advise the Senior Countryside and Green Spaces Officer of any resource issues that arise. .</li> <li>7. To work with colleagues in leisure, sport and public health to ensure effective and coordinated delivery of outdoor sport, recreation and healthy living strategies in relation to parks, playing pitches and other green spaces.</li> <li>8. To develop funding applications and partnership projects to enhance the County's parks, country parks, playing pitches, and green spaces.</li> <li>9. To manage the budgets available for parks and green spaces management, and advise the Senior Countryside and Green Spaces Officer of any significant issues that may impact on expenditure or income targets.</li> <li>10. To assist in the implementation and project management of green space enhancement projects through the use of the council's direct work force, and through external contractors and consultants, as appropriate.</li> <li>11. To oversee and support the day to day duties of the Parks and Green Spaces Officers, and the Country Parks and Sites officers.</li> </ol>				

12. To be directly responsible for the management of a number of specific high profile park sites.
13. To advise on the provision of open spaces within new developments and ensure that robust evidence and arguments are provided to support Local Plan Policy.
14. To provide guidance, and work with communities to resolve conflicts over the use, abuse and encroachment of public open space.
15. To adopt effective and constructive relationships with colleagues and external bodies in order to promote partnership working arrangements for the delivery of high quality services.
16. To contribute to the implementation of the Council's corporate priorities including the Parish Charter, service and asset transfers to local councils, green space strategy etc.
17. To assist with the annual LOVE Northumberland competition including the judging of community sites entered in the competition.
18. To lead on incoming open space adoption applications ensuring that the council's policy is complied with.
19. To undertake other duties appropriate to the nature, level and grade of the post, as directed.

<p>Transport requirements:</p> <p>Working patterns:</p> <p>Working conditions:</p>	<p>Some travel to work sites, area offices or training venues throughout the County and further a field on occasions.</p> <p>Flexible working arrangements with the requirement to work outside of normal office hours as required.</p> <p>Some standby or call out arrangements may apply at the request of the Green Spaces and Countryside Manager.</p> <p>Some exposure to working outdoors.</p>
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**PERSON SPECIFICATION**

<b>Post Title:</b> Parks and Green Spaces Team Leader	<b>Director/Service/Sector:</b> Place/Neighbourhood Services/Countryside and Green Spaces Team	Ref: 3649
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>E Educated to a degree standard or equivalent.</p> <p>Knowledge of the key strategic, theoretical and practical issues relating to the Green Spaces management.</p> <p>An awareness of current laws, regulations, policies, procedures, and developments in respect of parks and green spaces.</p> <p>Understands the relationship between costs, quality, customer care and performance.</p> <p>Evidence of continuous professional development.</p>	<p>A relevant technical qualification.</p> <p>A relevant professional qualification.</p> <p>A general management qualification.</p>	<p>(a), (i), (r) &amp; (p)</p>
<b>Experience</b>		
<p>Able to develop service policy and strategy and from these develop and monitor action plans.</p> <p>Able to communicate well using a wide range of methods including thorough written and oral reports.</p> <p>Recent experience in a relevant context and service.</p> <p>Experience in applying a range of relevant professional methods, tools and techniques.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Strong interpersonal skills with the ability to build excellent working relationships</p> <p>Understanding of client/contractor relationships</p>	<p>Experience in a particular a relevant specialist area.</p> <p>Experience in using Microsoft Office and Oracle applications.</p> <p>Experience in project management.</p>	<p>(a), (i), (r) &amp; (p)</p>
<b>Skills and competencies</b>		
<p>Effective IT skills and able to use ICT achieve Neighbourhood Service work objectives.</p> <p>To understand and deliver projects and working plans that show a clear knowledge of the ways in which modern IT systems can improve the work process.</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>Numerate and skilled at analysing/reasoning with business related statistics.</p> <p>Applies a methodical approach to problem solving.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>Proactive and achievement orientated.</p> <p>The post holder must be able to demonstrate good interpersonal skills and show a commitment to the application of excellence in customer care and technical solutions often within the context of conflict resolution.</p>	<p>Skilled in the use of Microsoft Office.</p> <p>Effectively expresses own views using appropriate means depending upon the audience.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Knowledge of the capabilities and use of a range of mechanised and non-mechanised grounds maintenance tools and equipment..</p>	<p>(a), (i), (r) &amp; (p)</p>
<b>Physical, mental and emotional demands</b>		
<p>The post holder will be generally in a normal office based environment, but with visits to open air sites and other buildings for closed or public meetings. Site visits and meetings away from the work base may take up approximately 50% of the post holder's time.</p>		<p>(a), (i), (r) &amp; (p)</p>
<b>Motivation</b>		
<p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions and</p>		<p>(a), (i), (r) &amp; (p)</p>

<p>perspectives are valued.  Proactive and achievement orientated  Works with little direct supervision.  Fully committed to the delivery of excellent Customer Services</p>		
<b>Other</b>		
<p>A full driving licence.  Willing to work outside of normal office hours including weekends and evenings.  The post holder may be called out in Emergency situations such as during storm or flood.</p>		(a) & (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits