

# JOB PROFILE

<b>Job Title:</b>	Service Manager - Greenspace
<b>Service Area:</b>	Greenspace
<b>Grade:</b>	12
<b>Reporting Manager:</b>	Service Director – Place
<b>Direct reports:</b>	Greenspace Manager, Senior Trees officer

## Job summary:

To be responsible for the maintenance and development of Council owned green spaces within North Hertfordshire, including - parks, open spaces, amenity areas, recreation grounds, countryside sites, nature reserves, trees, woodlands, cemeteries, children's playgrounds, rivers and culverts & land licences. In addition, to manage contractors and other third parties to maintain and develop both our own and others (Settle/Herts Highways) green spaces.

To act as the Council's professional adviser on green space and to contribute to new housing developments in respect of green space infrastructure.

## Key responsibilities:

To develop and implement green space strategies and policies and all associated work plans and business cases, in line with the Council's corporate priorities.

To develop and procure contracts for the delivery of all aspects of Green Space and assume overall project management responsibility for any major developments/Contracts.

To manage and oversee the operation of Green Space, including chairing monthly meetings with the management of the main grounds maintenance contractor (value approx £2m pa).

Identify local, regional and national trends in relation to the development and maintenance of Green Space, which will include attendance at both local and regional forums

Develop annual service plans/work programmes for staff, contractors and others (CMS, Groundwork and Friends of Groups) and monitor performance and report to the Service Director Place on performance

To ensure all legislative, corporate policies and procedures are adopted and implemented within the service, to apply adequate controls and procedures so the green spaces are safe and fit for purpose.

To ensure maximum revenue from land licences, sponsorship or other commercial activities and work with others to plan events and activities within our green spaces

To develop reports, presentations and provide advice to committees, boards and other organisations as appropriate.

Provide professional advice on green space, including advice on costs on maintenance and development, including new developments and parishes

To work with the Council's Planning Department and developers to ensure an appropriate level of external funding is secured for green infrastructure, play provision and outdoor recreational areas.

To regularly review the Green Space Management Strategy and Action Plans

In the event of an emergency to take appropriate action to minimise any damages to the Council.

Investigate options and work with partners to develop business cases to help secure external funding opportunities, both for major and minor improvements to green space.

To develop and manage work programmes with key partners such as Settle, Herts Highways, Letchworth Garden City Heritage Foundation, Groundwork Trust and Countryside Management Service, to ensure current and future green space provision meets the expectations of our stakeholders.

To provide supportive management to coach, develop and motivate staff and empower them to deliver high quality services and contribute to the achievement of Council priorities.

### Political restrictions

This post is subject to political restriction, which is divided into two categories and relates to the post holder duties:

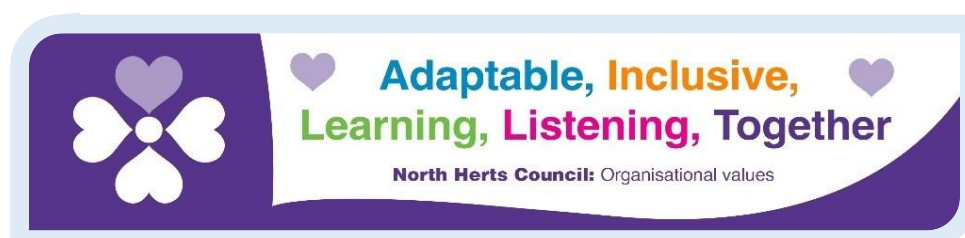
- Specified posts, statutory posts as well as 'deputy chief officers'
- Sensitive posts, which meet one or both of the following related criteria,
  - Giving advice on a regular basis to the authority itself, to any committee or sub committee of the authority or any joint committee on which the authority are represented, or where the authority are operating executive arrangements, to the executive of the authority; to any committee of that executive, or to any member of that executive who is a member of the authority;
  - Speaking on behalf of the authority on a regular basis to journalists or broadcasters.

The postholder must therefore be aware that in accepting this post, they are required to confirm that they will conform to these political restrictions and that they will be included as conditions of their formal contract of employment with the authority.

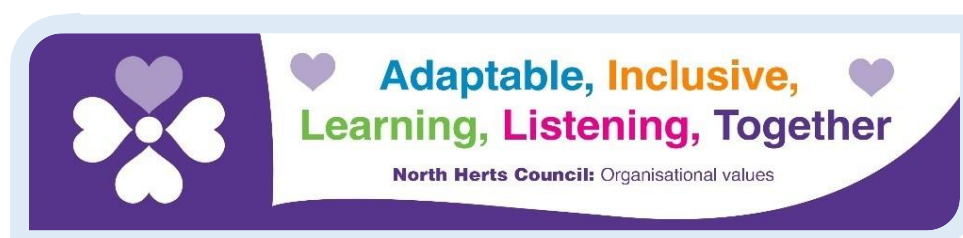
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/employees/general-responsibilities)

Key Requirements:		Essential desirable
<b>Qualifications:</b>	A degree or diploma in Horticulture or related discipline.	E
	Post graduate management qualification and/or extensive management experience and knowledge.	E
	PRINCE 2 or other project Management qualifications &/or experience of managing projects	D
	Mentoring or coaching qualification	D



<b>Job related experience &amp; knowledge:</b>	Experience of developing policies and strategies relevant to green space and managing any associated action plans	E
	Significant experience of developing and managing major contracts and contractors relating to green space	E
	Significant experience of developing and managing large financial budgets, including monitoring and controlling spend.	E
	Experience of working with other agencies/consultants to develop and implement long term plans associated with the development and maintenance of green space	E
	Significant experience of performance management, including development of KPIs and monitoring systems.	E
	Knowledge of the procedures, Government requirements and legislation relating to Green Space	E
	Thorough knowledge and experience of health and safety at work legislation sufficient to ensure compliance for green space services	E
	Experience of managing staff and their development.	E
	Experience of using IT systems, including Word and Excel and make recommendations to introduce new technology as required	E
	Experience of managing development projects within the Parks & Open Spaces environment.	E
	Experience of working with planning officers and developers to ensure adoption of new public open space is appropriate and within budget	E
	Experience and Knowledge of managing statutory services such as allotments and burials	E
	Experience of negotiating and agreeing service level agreements with external organisations.	D
	Commercial knowledge and experience	D
Experience of applying for / obtaining grants and/or external funding	D	
Experience and Knowledge of managing land licences, rivers & culverts	D	



<p><b>Skills &amp; attributes required for the role:</b></p>	<p>A commercial attitude and focus on the business, whilst understanding the needs of the communities in terms of green space</p> <p>Knowledge of contract procedure rules and procurement requirements</p> <p>Ability to plan services for the short (1-2 years) &amp; medium (3-5) term and contribute towards corporate longer term planning</p> <p>Ability to develop and implement service plans and programmes, including development of capital and revenue budget proposals.</p> <p>Project management skills, including the management and monitoring of projects to time, quality and budget</p> <p>Ability to communicate effectively orally and in writing to a wide range of audiences, including the public, councillors and staff.</p> <p>Ability to act as the Council's technical expert on any Green space issues</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role</p> <p>Excellent customer care skills</p> <p>Political sensitivity and successful negotiating skills</p> <p>Experience of analysing service needs and the development of programmes</p> <p>Ability to deliver continuous improvement of green space services</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Other:</b></p>	<p>A record of achievement and innovation and the ability to motivate staff and raise the profile of this Authority</p> <p>Ability to be mobile throughout the district in order to undertake site meetings with residents, councillors or any other groups as required.</p> <p>Ability to work outside normal working hours</p> <p>Experience of working as part of a team.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Signed.....

Date.....

