

PERSON SPECIFICATION

Parks and Green Spaces Manager–T186

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Demonstrate effective leadership and management skills appropriate to a large team over a range of service areas	E	1,3
Personal Skills	Ability to provide strategic direction and advise Members, Directors and Head of Service on Parks, Green Spaces and Drainage policy	E	1,3
Personal Skills	Ability to provide strategic direction and advise Members, Directors and Head of Service on Environmental Enforcement.	E	1,3
Personal Skills	Ability to manage, motivate and provide strategic direction to teams and services	E	1,3
Personal Skills	Ability to project plan and deliver service initiatives and priorities	E	1,3
Personal Skills	Ability to network and to represent and promote the interests of the Council.	E	1,3
Personal Skills	Ability to develop and explore opportunities to generate income within service areas	E	1,3
Personal Skills	Strong collaborative and influencing skills with the ability to work flexibly and across professional and operational boundaries to promote a 'One Team' culture	E	1,3
Personal Skills	Effective verbal communicator with excellent written and presentational skills	E	1,3
Personal Skills	ICT literate and familiar with packages such as Word, Excel and Outlook	E	1,3
Experience	Experience of management at a senior level in relation to frontline delivery of Parks, Green Spaces, Cemeteries and Burials services	E	1,3
Experience	Experience of management at a senior level in relation to frontline delivery of Environmental Enforcement.	D	1,3
Experience	Experience in managing at a senior level staff involved in the delivery of strategies and policies with regards to Parks, Green Spaces, Cemeteries and Burials	E	1,3
Experience	Experience in managing at a senior level staff involved in the delivery of strategies and policies with regards to Environmental Enforcement.	E	1,3
Experience	Experience of preparing and delivering written reports, presentations and briefings to a range of different audiences	E	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Experience	Experience of producing Management Plans and Strategic documents	E	1,3
Experience	Experience in generating external funding and income	D	1,3
Experience	Experience of working with and monitoring contractor performance.	E	1,3
Experience	Experience of managing budgets including planning and forecasting	E	1,3
Experience	Experience of working in a local authority and awareness of local authority procedures.	E	1,3
Experience	Experience of collating, analysing and submitting statistical data.	E	1,3
Experience	Experience of partnership working at a local and national level	D	1,3
Experience	Experience of project management and developing and implementing systems to improve service delivery	E	1,3
Experience	Experience of preparing and evaluating tenders for services in accordance with financial regulations to ensure legal compliance and best value	E	1,3
Experience	Experience of undertaking Due Diligence and compliance checks within the service area	E	1,3
Attainments/Qualifications	Degree in Green Spaces Management (or other relevant Degree)	E	1,3,4
Attainments/Qualifications	Relevant Management qualification	D	1,3,4
Attainments/Qualifications	Prince 2 Project Management qualification	D	1,3,4
Knowledge	Have in depth and up to date knowledge of legislation and current trends and developments covering Parks, Green Spaces, Cemeteries and Burials.	E	1,3
Knowledge	Have in depth and up to date knowledge of legislation and current trends and developments covering Environmental Enforcement.	D	1,3
Knowledge	Have knowledge of transport related matters as they relate to service	D	1,3
Knowledge	Have knowledge of Health and Safety issues relating to environmental services including due diligence and compliance	E	1,3
Knowledge	Knowledge and awareness of National Strategies and Policies relating to Parks, Green Spaces, Cemeteries and Burials and climate change	E	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Knowledge	Knowledge and understanding of communication techniques to support and enhance the delivery of the Council's Parks, Green Spaces, Drainage and Environmental Enforcement services.	E	1,3
Knowledge	A sound understanding of the legal and regulatory framework governing the Council's Parks, Green Spaces and Environmental Enforcement services.	E	1,3
Knowledge	Understanding of financial regulations relating to procurement of products and services.	E	1,3
Special Requirements	Full driving licence and have the use of own vehicle for work purposes.	E	1,3
Special Requirements	Be able to undertake urgent or emergency journeys at short notice. Be available for out of hours call out.	E	1,3
Special Requirements	Ability to work outside office hours and be able to attend out of hours meetings.	E	1,3
Car Allowance			
<p>This post carries a designated car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner. Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.</p> <p>Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.</p>			

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]