

JOB DESCRIPTION

Directorate: Executive's Department

Division: Environment

Post No & Job Title: T186 Parks and Green Spaces Manager

Grade: Grade 14

Responsible to: T3 Head of Environment

Responsible for: All employees in the Parks/Green Spaces section and the Neighbourhood Wardens in the Environment Division

Main purpose of the job:

To lead on the strategic and operational direction of the Parks, Green Spaces, Drainage and Environmental Enforcement strands of the Environment Division in support of the Council's corporate objectives. Provide and manage a range of efficient and effective front line services delivering the Grounds Maintenance, Blue/Green Infrastructure, Tree Management and Neighbourhood Warden functions.

Strategic

1. Provide leadership on key issues associated with the functions of the Parks, Green Spaces, Drainage and Environmental Enforcement strands for Members, Chief Officers, Head of Service and Managers.
2. Formulate policy and strategy for the Green and Blue Infrastructure within the borough. Develop creative and innovative solutions for service delivery promoting the application of challenge and change to ensure a process of continuous improvement. This includes Parks and Green Spaces Policy, Allotments Policy and Drainage Policy.
3. Ensure the performance of the Parks, Green Space, Drainage and Environmental Enforcement strand is consistent with the Council's vision, values and aims.
4. Ensure that the structure, systems and procedures within the Parks, Green Spaces, Drainage and Environmental Enforcement strands operate effectively and where necessary review and recommend improvements and modifications.
5. Work in conjunction with other senior managers and provide a positive input into the wider management of the Environment Department and contribute to the development of Council policy and the culture of the "one team" approach.

6. Prepare, deliver and monitor Business Plans for the Parks, Green Spaces, Drainage and Environmental Enforcement strand in accordance with corporate aims, statutory requirements and Best Practice.
7. Prepare Committee and Management reports in relation to relevant services.
8. Investigate and prepare reports with regards to Public Liability Insurance Claims.
9. Develop, lead and deliver the Councils Pride in Parks initiative and the relevant strands within the Climate Change and Green Futures Programme.
10. Represent the Council and act as advisor to the Midland Parks Forum which provides liaison with the various Borough and District Council's across the Midlands region.
11. Manage the production of data that measures service performance and undertake benchmarking exercises to improve service delivery. This will involve working with local and national bodies.
12. Develop and implement Business Continuity Plans in accordance with corporate objectives

Operational

13. Ensure the effective management and delivery of the Parks and Green Spaces and the Neighbourhood Warden service, including due diligence and that all services are safe, legal and compliant with legislative requirements This includes the following services:
 - Grounds Maintenance operations on Parks, Recreation Grounds, Open Spaces, Highways, Housing Land and Allotments.
 - Cemetery Maintenance
 - Tree management and maintenance
 - Outdoor sports maintenance
 - Environmental Enforcement
14. Identify in association with the Transport and Stores Manager new vehicles, plant and technical developments used to support service delivery.

Managerial

15. Manage the staff within the Parks, Green Spaces, Drainage and Environmental Enforcement strands ensuring that all employees receive relevant job developmental training in accordance with the Council's Performance Appraisal process and the principles of continued Professional Development.
16. Responsible for the people management issues of employees within the Parks, Green Spaces, Drainage and Environmental Enforcement strands including such matters as

recruitment and retention, attendance management, disciplinary, capability and personal development.

17. Project manage new schemes and initiatives from concept to completion.
18. Responsible for Due Diligence monitoring of all environmental services to ensure that all relevant safety, organisational planning and maintenance operations are undertaken.
19. Manage and maintain regular contact with internal stakeholders. This includes GMT, Human Resources, Health and Safety, Housing, Legal, Public Protection and Finance.

Financial /Procurement/Performance

20. Manage the capital and revenue budgets within the Parks, Green Spaces and Drainage strands. Monitor progress, produce reports and take remedial action where necessary in order to ensure that budget targets are met.
21. Prepare and develop the Environment Business Plan with regards the activities relating to the Parks, Green Spaces, Drainage and Environmental Enforcement strands in accordance with corporate objectives. Monitor progress, produce regular reports and take remedial action where necessary in order to ensure that performance and targets are met.
22. Develop and maintain successful internal and external working relationships and partnerships (with professional bodies, other local authorities, local authority associations and external agencies) to support the delivery of a high quality, cost effective and customer focused services within the Parks, Green Spaces, Drainage and Environmental Enforcement strands.
23. Develop Green and Blue Infrastructure Improvement Schemes that will attract funding from a wide spectrum of external agencies.
24. Ensure compliance with standing orders, financial regulations and statutory obligations. Approve orders, check and certify payments raised using the "Civica" Financial System.
25. Ensure the effective deployment of ICT systems that support the delivery of a high quality Environmental Services. Develop and integrate the use of ICT for business transformation purposes for the purpose of assisting in the process of continuous service improvement. The work involves knowledge of a wide range of IT systems such as Civica-Financials, Covalent, Bartec, Fueltek, Masternaut, Chevin Fleetwave and Meritec.
26. Co-ordinate the provision of contracts and tenders for the supply of goods and services.
27. Promote a culture of ownership, empowerment and high customer satisfaction in all areas within the Parks, Green Spaces, Drainage and Environmental Enforcement strands.
28. Seek opportunities for potential income streams in accordance with the Council's commitment to achieve efficiencies in service delivery.

Other Work Functions

29. Deputise for the Head of Environment as required.
30. Represent the Council internally and externally, including attendance at relevant committees, Senior Management Team, Working Groups, stakeholder meeting and forums locally, and regionally.
31. Ensure the Council receives a cost effective, efficient and safe service from its contractors with regards to the functions of the Parks, Green Spaces, Drainage and Environmental Enforcement strands.
32. Uphold the principles of equality in management and in the conduct of external relationships.
33. Maintain relevant continuing professional development in order to be able to act as the Council's key advisor on aspects associated with the functions of the Parks, Green Spaces, Drainage and Environmental Enforcement strands.
34. Attend evening meetings and undertake work outside normal office hours in accordance with the needs of the service.
35. Participate in the triage service providing support and attendance at emergency responses. This includes being a primary key holder for Kimberley Depot and being on call on as part of an out of hours' rota service.
36. Undertake such other relevant duties as may be required by the Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

RESTRICTIONS

This is a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974

NOTE

The above job description sets out the main responsibilities of Parks and Green Spaces Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.