

# Job Description and Person Specification

Role: Parks and Open Spaces Manager



## Job Description

<b>Job Title</b>	Parks and Open Spaces Manager
<b>Grade</b>	9
<b>Service</b>	Environmental Services
<b>Reports to</b>	Strategic Lead – Environmental Services
<b>Location</b>	Whitley Depot and City Wide
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

#### **Under the general direction of the Strategic Lead - Environmental Services**

1. The development and implementation of high quality, safe and accessible parks and open spaces that contribute to the health, wellbeing, and quality of life of local people.
2. The management, planning and maintenance of the Councils trees and urban forest.
3. To maximise commercial opportunities across the city's parks and open spaces.
4. To advise the City Council and act as an advocate for the services in Coventry.
5. To lead on the continuous improvement and enhancement of the services provided.
6. To identify and develop partnerships with key stakeholders to maximise opportunities in parks and open spaces which support the delivery of the services and other corporate objectives.

## Main Duties & Key Accountabilities

1. Advise the relevant Cabinet Members and the Strategic Lead - Environmental Services on matters of parks, open space and urban forestry policy and statutory obligations in relation to their management and development .
2. Contribute, as a member of the Environmental Services Management Team in the corporate management and strategic planning of the service.
3. To develop, implement and maintain strategies and plans relating to the services provided including the Green Space and Urban Forestry Strategy.
4. To represent the service at all levels in the development of effective partnerships with local, regional, and national bodies in furtherance of City Council policies and objectives.
5. To further support the delivery of corporate objectives through the contribution to and delivery of other relevant internal strategies including the Playing Pitch and Climate Change Strategies.

6. To be accountable for the effective day-to-day operational management of the services, including the management of staff and other resources.
7. To be responsible for the effective financial management of allocated budgets ensuring that services are delivered within budgetary requirements.
8. To be responsible for the identification and securing of grants and other funding opportunities for the services including Section 106, Public Health, and Biodiversity funding.
9. Ensure the effective recruitment, management, motivation, training, and development of staff to meet service objectives.
10. To be responsible for ensuring that the provision and development of parks and open spaces are considered and expanded through planning applications and processes including consideration of sustainable urban drainage systems.
11. To work in partnership with internal and external partners to maximise opportunities for the utilisation of parks and open spaces to improve health and wellbeing and to reduce health inequalities across the city.
12. To lead on the safe and effective delivery of tree and woodland services .
13. To be responsible for maximising commercial opportunities across the city's parks and open spaces.
13. To keep abreast of national and regional developments affecting the services delivered and advise on appropriate City Council responses as required.
14. To maximise best practice in service provision through monitoring, benchmarking, and accreditation of the facilities.
15. To lead on the identification and implementation of projects to enhance customer experience and accessibility to parks and open spaces across the city.
16. To act as the link officer for major partnerships and as a project/client officer on major development projects.
17. To deputise for the Strategic Lead - Environmental Services as required.
18. To ensure all staff know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them. Promote the implementation of the City Council's Health and Safety Policy.
19. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Community / User Groups	<b>Internal</b> Streetpride Biodiversity / Planning
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff directly managed by postholder:

Assistant Parks and Open Spaces Managers (x2)  
Commercial and Visitor Experience Manager  
Urban Forestry Manager

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Extensive knowledge of parks, open spaces and urban forestry, particularly with regard to: <ul style="list-style-type: none"> <li>• issues relating to green space, play areas, and section 106.</li> <li>• national and regional planning and funding infrastructure.</li> <li>• current developments, including government policy.</li> <li>• links with social and economic regeneration.</li> <li>• opportunities afforded by information technology in the development of services.</li> </ul>	
Awareness of other cultural provision and benefits, and their potential links to the services delivered.	
Understanding of modern local government in the provision of services.	
Understanding of commercialisation principles and their relevance to the services delivered.	
<b>Skills and Abilities</b>	
Excellent verbal and written communication skills in order to advise and influence elected members, council officers, media and representatives of national, regional and local organisations.	
Presentation skills.	
Drawing up and implementing service and business plans to achieve policy objectives.	
Able to think creatively and produce innovative solutions,	
Project and contract management skills.	
Staff management and development skills.	
Able to manage, motivate and develop a team in order to achieve business goals.	
The use of targets and measures to appraise progress	



<b>Experience</b>
Senior management of parks, urban forestry, or similar services.
Preparation and management of business and service plans, project proposals and applications for funding.
Planning and managing complex budgets ensuring expenditure is within budgetary provision.
Successful generation and management of external funds for service provision.
Developing and maintaining effective partnerships to enhance service provision.
Identification of commercial opportunities to maximise financial benefit.
<b>Qualifications</b>
Degree level or equivalent relevant experience.
<b>Special Requirements</b>
Ability to travel independently within Coventry and the sub region.

<b>Date Created</b>	November 2023	<b>Date Reviewed</b>	JUNE 2024
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