

Job Description and Person Specification

Parks & Openspaces Officer

Job Details	
Grade	6
Service	Parks & Openspaces
Location	Whitley depot
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

Under the general direction of the Parks Service Managers

1. To assist in the design, development and management of high quality, safe and accessible parks and open spaces that contribute to the health, wellbeing, and quality of life of local people.
2. To implement site management plans for parks and open spaces which support the Green Space Strategy and other corporate objectives.
3. To support in the identification and delivery of projects and initiatives that encourage and maximise the use and benefits of parks and open spaces.

Main Duties & Key Accountabilities

- To carry out programmed inspections of sites working with internal and external partners to coordinate ad hoc and planned maintenance as required.
- To contribute to the evaluation and appointment of contractors for the provision of parks project works monitoring them through to completion ensuring that all works are completed to specified standards.
- To contribute to the development of strategies and plans relating to the services provided.
- Collaborating with internal and external stakeholders to support the delivery of the Green Space Strategy and other corporate objectives.
- To respond to planning consultations.
- To represent the service at meetings and events as required.
- To collate and evaluate information and statistics and provide reports and updates as required.

<ul style="list-style-type: none"> • To work within allocated budgets and advise on budgetary implications related to works being undertaken or required.
<ul style="list-style-type: none"> • The promotion of good management and best practice in parks and open spaces through the management and maintenance of Green Flag status at the city's sites.
<ul style="list-style-type: none"> • To work with Friends Of, and other community groups to maximise the use and benefits of parks and open spaces and to identify and secure grants and other funding opportunities for the service.
<ul style="list-style-type: none"> • To investigate and respond to enquiries and complaints relating to parks and open spaces.
<ul style="list-style-type: none"> • To oversee external requests to undertake works requiring access to parks and open spaces ensuring that sites are returned to the agreed standard on completion.
<ul style="list-style-type: none"> • To collaborate with the Technical Team in the maintenance of a GIS database for parks and open spaces and their assets.
<ul style="list-style-type: none"> • To deputise for the Assistant Parks and Open Spaces Managers as required.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Any other duties and responsibilities within the range of the salary grade.

<p>Key Relationships</p>

External:	Friends of Groups Community / User Groups	Internal:	Other Parks & Openspaces teams, Streetpride, Planning, Sports team, Infrastructure deliv- ery teams.
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Standard Information
<p>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.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training</p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
NA

Person Specification	
Requirements	
Knowledge	Understanding of the principles of horticulture, conservation, maintenance and landscape management of Parks and Open Spaces or similar.
Skills And Ability	Written skills for the presentation of technical and management reports.
Skills And Ability	Able to liaise and negotiate with internal and external stakeholders.
Skills And Ability	Understands the principles of financial management with the ability to work within allocated budgets.
Skills And Ability	Able to respond, process and resolve enquiries and complaints.
Skills And Ability	Excellent communication skills.
Experience	Maintenance of Parks and open spaces or similar service.
Experience	Collaborative working to achieve shared goals.
Qualification	Recognised qualification in parks / horticulture management or equivalent relevant experience.
Special Requirements	Able to travel independently within Coventry and the sub region.

Declaration			
Reviewed/Created By:	Tim Wetherhill		
Job Title:	Parks & Openspaces Manager	Date:	January 2026