

Job Description and Person Specification

Role: Parks and Open Spaces Officer



Job Description

Job Title	Parks and Open Spaces Officer
Grade	6
Service	Environmental Services
Reports to	Assistant Parks and Open Spaces Manager
Location	Whitley Depot and City wide
Job Evaluation Code	



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 Priorities – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

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 Assistant Parks and Open Spaces 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

1. To carry out programmed inspections of sites working with internal and external partners to coordinate adhoc and planned maintenance as required.
2. 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.
3. To contribute to the development of strategies and plans relating to the services provided.
4. Collaborating with internal and external stakeholders to support the delivery of the Green Space Strategy and other corporate objectives.
5. To respond to planning consultations.
6. To represent the service at meetings and events as required.
7. To collate and evaluate information and statistics and provide reports and updates as required.
8. To work within allocated budgets and advise on budgetary implications related to works being undertaken or required.

9. 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.
10. 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.
11. To investigate and respond to enquiries and complaints relating to parks and open spaces.
12. 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.
13. To collaborate with the Technical Team in the maintenance of a GIS database for parks and open spaces and their assets.
14. To deputise for the Assistant Parks and Open Spaces Managers as required.
15. 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.
16. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Community Groups Friends Of Groups	Internal Planning Technical Team Commercial and Visitor Experience Team
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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 managed by postholder:

Person specification

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

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	October 2023	Date Reviewed	September 2024
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