

Job Description and Person Specification

Job Title Parks Service Manager

Job Details	
Grade	7
Service	Parks & Openspaces
Location	Whitley depot
Job Evaluation Code	A6231

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
<ol style="list-style-type: none"> 1. To be responsible for the development, continuous service improvement and day to day management of Urban Parks and Open Spaces and associated facilities, ensuring its effective operation in accordance with management plans, Strategies, City Council and departmental procedures and practices. 2. To manage the Parks and Open Spaces Officers including responsibility for recruitment, training, development and discipline with support from People Services and in accordance with City Councils policies and procedures. 3. To be a member of the Parks and Open Spaces management team to be responsible for contributing to the strategic direction of the service in line with Council policies, the Divisional Business Plan, individual site Management Plans and directorate procedures and practices.

Main Duties & Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the delivery of the Greenspace Strategy and Park Management Plans in line with the OneCov values.
<ol style="list-style-type: none"> 2. To lead on the development of parks and open spaces including seeking external funding and managing Section 106 contributions, the parks Capital and Revenue programme as appropriate to deliver improvement/refurbishment works, working in conjunction with other council services as appropriate.
<ol style="list-style-type: none"> 3. To be accountable for the effective day-to-day operational management of the services, including the management of staff and other resources.
<ol style="list-style-type: none"> 4. To be responsible for the effective financial management of allocated budgets ensuring that services are delivered within budgetary requirements.
<ol style="list-style-type: none"> 5. Maintain effective working relationships with Voluntary Community Groups and other organisations involved in the management of Parks and Open Spaces including specialist staff within the City Council and outside agencies and authorities.
<ol style="list-style-type: none"> 6. To be the contact officer and provide support for the Coventry and District Allotments Association.
<ol style="list-style-type: none"> 7. Ensure the effective recruitment, management, motivation, training, and development of staff to meet service objectives.

8. Ensure 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.
9. To foster and develop a close working relationship and partnership with Public Health targeting open space plans and developments in areas of health deprivation to increase park use and exploiting Public Health funding opportunities.
10. To maximise best practice in service provision through monitoring, benchmarking, and accreditation of the facilities.
11. To keep abreast of current trends, practices, legal requirements as appropriate to the job and attend relevant training courses, seminars and conferences as required.
12. To manage in its entirety allocated parks and open spaces including all facilities, land and buildings that are the responsibility of the Parks Service including arrangements for the day-to-day maintenance repairs and improvements, in liaison with other Council services and outside contractors as appropriate.
13. 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.
14. To deputise for the Parks & Openspaces Manager as required.
15. Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	Friends of Groups Community / User Groups	Internal:	Other Environmental teams, Streetpride, Planning, Sports team, Infrastructure delivery teams.

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
Parks and Open Spaces Officers (x3)

Person Specification	
Requirements	
Knowledge	<p>Extensive knowledge of parks, open spaces and particularly with regard to:</p> <ul style="list-style-type: none"> • issues relating to green space, play areas, and section 106. • national and regional planning and funding infrastructure. • current developments, including government policy. • links with social and economic regeneration. • opportunities afforded by information technology in the development of services.
	Thorough knowledge of legislation regarding conservation, parks and open spaces management.
	Thorough knowledge of project management in relation to park improvement projects.
	Broad knowledge of the voluntary sector and the role they play in Parks and openspaces management.

	Thorough horticultural knowledge in relation to trees, shrubs, turf and their maintenance requirements.
	Thorough knowledge of the Health and Safety relating to Parks and Open Spaces.
	Knowledge of ICT and its use in the management of Parks and Open Spaces.
Skills and Ability	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.
	Drawing up and implementing service and business plans to achieve policy objectives.
	Able to set and work within budgets and deadlines.
	Able to think creatively and produce innovative solutions.
	Be self-motivated and able to identify realistic and ongoing performance improvement targets.
	Staff management and development skills.
	Project and contract management skills.
	Able to analyse problems and make effective decisions in line with Council strategic objectives.
	Able to manage, motivate and develop a team in order to achieve business goals.
	The use of targets and measures to appraise progress.
	Use of ICT commensurate with the role.
Experience	Management of parks services, or similar.
	Preparation and management of business and service plans, project proposals and applications for funding.
	Planning and managing of budgets ensuring expenditure is within budgetary provision.
	Successful generation and management of external funds for service provision.
	Identification of commercial opportunities to maximise financial benefit.

Qualification	Degree level or equivalent in related subject.
Special Requirements	Able to work evenings and bank holidays as part of a duty manager rota.
	Full driving license.
	Able to traverse rough ground encountered on parks and openspaces across the city.

Declaration			
Reviewed/Created By:	Tim Wetherhill		
Job Title:	Parks & Openspaces Manager	Date:	August 2025