



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Parks Development Officer

**Job Number:** Y5657D

**Service:** Streetscene and Greenspace  
Parks Service

**Post Number:** 1006729

**Location:** Whitley Depot, 259 London Road,  
Coventry

**Grade:** 6

**Job Purpose:**

1. To participate as a member of the Parks Development Team providing technical support in all aspects of work relating to the design, development and management of parks and open spaces.
2. To develop and deliver monitoring and management protocols for appointed contractors.
3. To coordinate maintenance of Parks operational standards as the key point of contact, for an allocated area of the City.

**Main Duties and Responsibilities:**

1. Contributing to the development of five-year management plans for Parks and Open Spaces including drafting elements of the plans as directed.
2. Preparation of drawings, specifications, bills of quantity and budget estimates for development and refurbishment projects and related maintenance operations, also producing plans. Using a GIS computer system, as required including map reading, interpretation and re-design.
3. Initiating park improvement schemes, liaising with landscape architects and other stakeholders in order to fully detail and cost proposals. Providing project coordination and monitoring role including acting as clerk of works to manage key elements of quality of the project. Including written correspondence and report preparation.
4. Attends community consultation and feedback meetings including ward forums.
5. Carries out appropriate inspections of work in progress and recommends any revisions to the work programme, which may prove necessary up to satisfactory completion, to ensure agreed timescales and estimates are adhered to.
6. Receives, responds to and addresses community concerns and complaints on parks and open spaces developments.

7. Assists in the day-to-day management of parks and open spaces, helping to develop future management and maintenance programmes to contribute to the overall policy objectives.
8. Contributes to the evaluation, appointment of contractors and suppliers for both one off and long-term contracts.
9. Inspects and monitors delivery of quality standards by appointed contractors, including dealing with community complaints and queries. Preparing progress reports on contractor/supplier performance including evaluation of delivery against required standards.
10. Evaluating and processing service/maintenance requests, coordinating grounds service monitoring and liaising with other council officers to ensure a first-class service delivery.
11. Assists in the evaluation and processing of land management issues, preparing reports as requested, ensuring appropriate computer records and files are maintained.
12. Responds to and processes enquiries and complaints from members of the public, Elected Members, other Council directorates and external organisations, in line with Council and divisional policies and procedures.
13. Arrange for and/or supervises or undertakes preliminary land, level and boundary surveys to assist in scheme preparation.
14. Coordinates and responses to Planning enquiries and applications regarding S106 agreements and similar applications relating to green spaces.
15. Assist with the organisation of work programmes for volunteers and schools ensuring compliance with Health and Safety and other relevant Regulations.
16. Collects and collates information and statistics, where appropriate with the aid of digital devices and reports such information clearly and accurately as required.
17. Conducts and analyses customer research provided via any medium, digital or otherwise.
18. To assist in the development of educational, environmental and recreational interpretation including websites, leaflets, talks and guided walks and other similar methods to engage with and inform the public about green spaces and the potential benefits to be gained by visiting them.
19. Manage and control allocated budgets for reactive maintenance and proactive works.
20. Advise on budgetary implications relating to changes to the maintenance operations within parks and open spaces, compiling orders, authorising invoices for goods and services, as appropriate.
21. To maintain an up to date GIS database for parks, open spaces and woodlands, as directed.
22. Ensures a satisfactory standard of health and safety at work for departmental employees and the general public in accordance with City Council and departmental procedures.
23. Seeks to keep abreast of technical and professional developments associated with the section, informing relevant managers of any incidents and developments as appropriate.
24. Carries out duties and responsibilities in accordance with the City Council's Equal Opportunities Policy.
25. Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

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

**Responsible for:** Nil

**Responsible to:** Parks Development Manager

**Date Reviewed:** 02 January 2008

**Updated:** 06 May 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Parks Development Officer	<b>Job Number:</b>	Y5657D
<b>Service:</b>	Streetscene and Greenspace Parks Service	<b>Post Number:</b>	1006729
<b>Location:</b>	Whitley Depot, 259 London Road, Coventry	<b>Grade:</b>	6

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Specialist and in-depth knowledge of horticulture, conservation, maintenance and landscape management principles.</li> </ul>
	<ul style="list-style-type: none"> <li>Thorough knowledge of preparation of drawings, specifications, bills of quantity and budget estimates for development and refurbishment projects</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of ICT and its use in parks and open spaces management.</li> </ul>
	<ul style="list-style-type: none"> <li>Thorough knowledge of parks and open spaces service quality factors and relevant best practice standards.</li> </ul>
	<ul style="list-style-type: none"> <li>Thorough knowledge of local authority planning systems including S106 agreements and the planning application process.</li> </ul>
	<ul style="list-style-type: none"> <li>Thorough knowledge of contract processes. including tendering contracts</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge, understanding and commitment to equal opportunities in the workplace and in-service delivery.</li> </ul>
	<ul style="list-style-type: none"> <li>Thorough knowledge of grounds maintenance contracts and related maintenance operations</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Written skills for the presentation of technical and management reports.</li> </ul>
	<ul style="list-style-type: none"> <li>Regular liaison and negotiation with contractors and suppliers. Resolving unexpected issues.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to produce and re-design plans, using GIS and CAD software as required.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to draft specifications for projects or grounds contract management for the maintenance of green spaces.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work within allocated budgets.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to respond, processes and resolve enquiries and complaints through sound decision making from members of the public, Elected Members, other Council directorates and external organisations</li> </ul>
<b>Skills and Abilities cont'd</b>	<ul style="list-style-type: none"> <li>Able to organise and delegate work, as appropriate, within the wider Park Service team.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work accurately and to deadlines.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to access rough terrain, eg. site visits/construction sites.</li> </ul>
	<ul style="list-style-type: none"> <li>ICT skills commensurate with the post including good keyboard skills</li> </ul>

<b>Experience:</b>	• Three years' experience covering the elements above, at a similar level.
	• Experience of project management
	• Use of ICT relevant to the post

<b>Special Requirements:</b>	• Possession of a full driving licence.
	• This authority /school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment "

**Date Reviewed:** 2 Jan 2008

**Updated:** 06 May 2021