

## ***Job Description***

<b>Post title</b>	Place and Projects Officer	<b>Grade</b>	G
<b>Department</b>	Place and Wellbeing	<b>Post ref</b>	LC1260

### **Overall job purpose**

To work with Elected Members, Corporate Directors and local businesses and communities to develop town plans. Secure appropriate funding and develop and implement regeneration, green space and related projects.

Deliver community based improvement initiatives that meet the needs of local communities within Ashfield.

To provide professional landscape advice on planning matters and contribute to documents related to the statutory planning framework including the Local Plan, development briefs, Town Centre Masterplans and corporate strategies.

### **Reporting relationships**

**Reports to:** Place Team Leader

**Responsible for:** N/A

### **Key tasks and responsibilities – post specific**

To source and secure funding to support the delivery of Town Plans, Town Centre Masterplans, the Place Plan and the Council's Corporate Priorities. The post holder will be expected to work with a range of funding agencies to increase investment into the District.

To design, develop and manage the implementation of improvement projects including town centres and green spaces across the district.

To lead on the development of a designated Town Team and provide ongoing support. To lead on the development, implementation and monitoring of the Town Plan, contributing to delivery of the Place Plan, Town Centre Masterplans and corporate priorities.

To develop effective formal and informal partnership working arrangements with other officers across the Council, external agencies and community groups to support achievement of the Council's objectives. This includes representing the section at a range of meetings with outside bodies and groups, when required

To provide professional landscape advice on planning matters, including attendance at public inquiries and other planning hearings. Contribute to documents related to the statutory planning framework, including the Local Plan, Town Centre Masterplans and corporate strategies. Contribute and assist in the environmental aspects relating to major development schemes within the District.

To work with the Environment team facilitating their contribution to management plans for parks and green spaces and maintenance of completed schemes.

To support the Green Flag Award application process, including submission of applications and updating of management plans.

To undertake any other duties which may, from time to time be reasonably directed by managers within the section.
To keep up to date with all relevant guidance and legislation through Continuing Professional Development.
To lead on specific areas of work for the team, e.g. parks and play areas, Green Flag Awards, Playing Pitch Strategy, Planning, Urban Design, etc.

<b>Key tasks and responsibilities – corporate</b>
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Operate according to the Council’s corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council’s Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council’s approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

<b>Employee signature</b>
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*This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.*

<b>Employee signature:</b>		<b>Date:</b>	
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## ***Person Specification***

<b>Competencies</b>		
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have been prioritised for recruitment are detailed below.</i>		
<b>Competency framework relevant to the post:</b>	<b>Employee</b>	
	<b>Assessment</b>	
Seeing the big picture	Application Form/Interview	
Changing, learning and improving	Application Form/Interview	
Communicating	Application Form/Interview	
Team working	Application Form/Interview	
Delivering value for money and quality services	Application Form/Interview	

  

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Excellent communication skills with both internal and external stakeholders	Essential	Application Form/Interview
Sound competence in I.T. including AutoCAD and Microsoft Office	Essential	Application Form/Test
Ability to think logically and positively and to maintain calmness under pressure	Essential	Application Form/Interview
To work on own initiative with minimal supervision	Essential	Application Form/Interview
Ability to interpret information and apply problem solving techniques as well as the preparation and presentation of statistics and reports	Essential	Application Form/Interview

  

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Knowledge of project development and implementation	Essential	Application Form/Interview

  

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Experience of project development and implementation, including grant funding within a Local Authority, private sector consultancy or charitable/voluntary sector	Essential	Application Form/Interview
Experience in the development of strategies	Desirable	Application Form/Interview
Experience in Photoshop and Illustrator	Desirable	Application Form/Interview

  

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Postgraduate Diploma in Landscape Architecture or a related design subject and a Chartered Member of the Landscape Institute or another relevant professional body	Essential	Certificates

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"><li>• To be able to visit sites in order to collect information and manage projects</li><li>• The postholder is eligible for casual car user allowance.</li><li>• The post involves driving and so the post holder will be required to undertake relevant DVLA licence checks.</li></ul>
<b>Date produced / last amended</b>
October 2019



**Equality Act 2010**

*The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.*

*If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.*