

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Greenspaces Project Officer</b>
<b>Service:</b>	Commercial Services
<b>Team:</b>	Parks & Countryside
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Greenspaces Contract Officer
<b>Responsible for:</b>	N/A
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>• Directly lead on the project management of long or short term projects on Council owned land across the borough</li> <li>• Assist and provide project support to other officers in the project management of other service projects</li> </ul>	
MAIN DUTIES AND ACCOUNTABILITIES	

- Undertake and implement the delivery of identified improvement projects such as; greenspaces, playgrounds, sports facilities, tree planting projects etc. through effective project management to deliver the service plan and corporate priorities
- To seek and secure external funding to assist with project delivery across the service wherever possible
- Undertake user surveys/consultation and community engagement to seek views of customers and to also analyse the results received.
- Organise the tendering, appointment and the day to day management of contractors employed to work on identified projects, ensuring contract compliance by contractors employed by the Council in accordance with the Council's procurement regulations
- Monitor and control the operation of the contractors undertaking tendered project works on Council sites. Ensure contract compliance and satisfactory completion through effective liaison with contractors
- Undertake regular appraisals of greenspace sites and contribute to the long-term development of these the sites
- Work with partners, users groups and other organisations on the pro-active development of new facilities including consultation, specification & tendering and implementation
- To deal with routine enquiries, both written and verbal, from members of the public, officers, councillors and others in relation to greenspaces
- Delivery of excellent service to all customers in line with published service standards, including provision of advice and assistance to all customers. Ensuring the customer receives a prompt and complete response to their enquiry or issue, responding appropriately by telephone, in writing, by e-mail or in person and re-directing as appropriate to the relevant officers or partners
- To carry out any other duty as commensurate with the level of the post

#### **Business Continuity**

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

#### **Health and Safety**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

### **DIMENSIONS OF THE ROLE**

- Budgets – Helping to deliver projects making use of available capital budgets, circa £100K - £200K
- Involved in making best use of S106, and Community Infrastructure Levy monies arising from development gain
- Seek to identify and gain external funding support/grants, e.g. Heritage Lottery Funding successful funding application for The Philips Memorial Park, £335,000
- Dealing with enquiries by either telephone, email or letter – 20 a day

### **AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT**

- Project manager with responsibility for the day to day managing of specific projects and associated budgets

- Undertake procurement exercises in accordance with the Council's procurement rules
- Regular contact with elected members on matters affecting parks, recreation grounds and playspaces
- Decisions regarding the significance of events, activities or dangerous occurrences to the Council's property and the proper response to them e.g., playground repairs
- Overseeing the work of contractors working temporarily for the Parks & Countryside Section and agreeing payment, ensuring contract compliance
- Any issues that may be controversial or have policy implications should be discussed with the line manager

### PLANNING/ORGANISING/CONTROLLING

- Organise own workload
- Work with partners and stakeholders to assist in service delivery, initiatives and projects to better manage the Council's parks and open spaces
- Manage and deliver a variety of projects at any one time; working to deadlines and set budgets
- Source and apply for external funding
- Plan, write and source information to provide concise and effective written material and reports
- Providing regular verbal, email and written reports to Councilors, Senior Management and all relevant stake holders

### CUSTOMERS AND CONTACTS

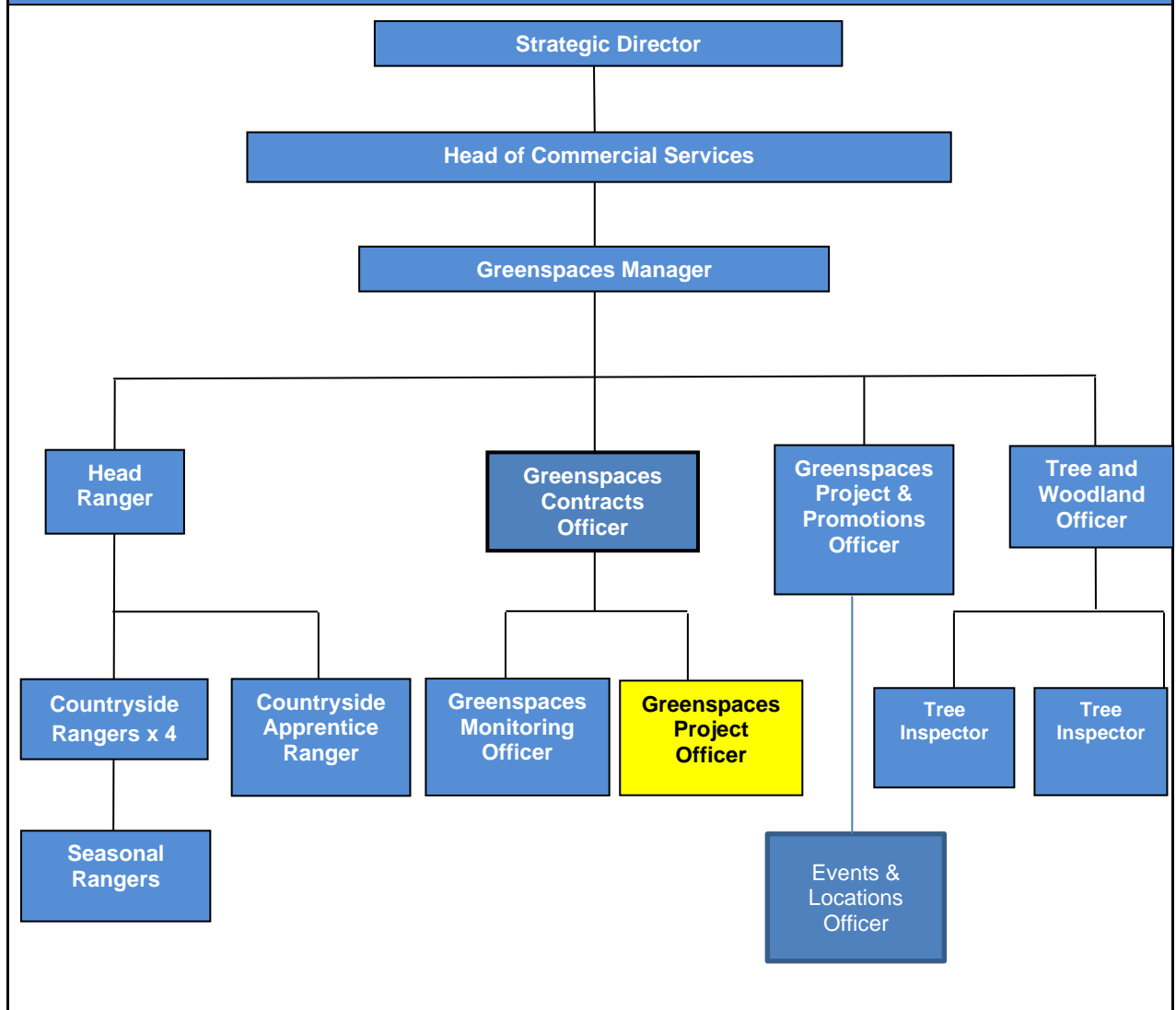
#### INTERNAL

- Officers and elected members. Other departments & services, mainly parks and countryside, leisure, housing, planning, policy, legal

#### EXTERNAL

- General public, town and parish councils, Surrey County Council, statutory bodies, funding organisations, sports clubs, voluntary conservation groups, resident and 'Friends of' groups and contractors

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Degree or similar level qualification	<b>A/C</b>	Project Management Qualification (Prince 2 or equivalent)	<b>A/C</b>
	Experience of project management	<b>A/I</b>	PSS Live (Public sector software) experience	<b>A</b>
			Experience of working with GIS software in a public sector environment	<b>A</b>
<b>KNOWLEDGE / TECHNICAL SKILLS</b>	Robust skills in Microsoft Office software, including Word, Excel, PowerPoint, Access	<b>A/I</b>	Experience in green spaces management or related work	<b>A/I</b>
	Experience of dealing with the public	<b>A/I</b>	Experience of working with the public on improvement and development projects	<b>A/I</b>
	Experience of writing Project Plans etc	<b>A/I</b>	Awareness of Safeguarding	<b>A/I</b>
			Experience of writing funding bids	<b>A/I</b>
<b>COMMUNICATION</b>	Strong communication skills both verbal & written	<b>A/I</b>		
	Is a confident and effective presenter	<b>A/I</b>		
<b>CUSTOMER SERVICE</b>	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	<b>I</b>		
	Excellent customer service & ability to deal with difficult people & manage conflict positively	<b>I</b>		

<b>TEAM WORKING</b>	Experience of working effectively as part of a team	<b>A/I</b>		
	Capable of building constructive and productive internal and external relationships	<b>A/I</b>		
<b>MANAGING SELF AND OTHERS</b>	Ability to work unsupervised	<b>A/I</b>		
	Ability to prioritise workloads	<b>A/I</b>		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Adaptable, Dynamic and resourceful individual	<b>A/I</b>		
	Proven track record of achievement in a comparable environment	<b>A/I</b>		
	Able to work on own initiative and to plan, organise and prioritise own workload and determine targets and deadlines	<b>A/I</b>		
<b>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item	<b>A/I</b>		
	Full and valid driving licence	<b>A/I</b>		
	Use of a car during working hours		<b>A/I</b>	
	To be available for work outside normal office hours	<b>A/I</b>		

\* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

**How assessed**

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
<b>Job title:</b>	Greenspaces Project Officer	<b>Post no:</b>	
<b>Service:</b>	Commercial Services	<b>JE score:</b>	
<b>Team:</b>	Parks & Countryside	<b>Pay band:</b>	7
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>2</b>	
	Customer Service:	<b>2</b>	
	Team Working:	<b>2</b>	
	Managing Self and Others:	<b>2</b>	
	Can do approach/Results	<b>2</b>	
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>CHECKED IN:</b>	Employee Services	<b>DATE:</b>	
<b>LAST UPDATED:</b>	July 2021	<b>DATE:</b>	