Job description

Job title: Greenspace Development Officer

Department: Resident Services
Service: Greenspace and Natural Environment
Grade: G
Post reference number: GREENSPACE DEVELOPMENT OFFICER.16925.

1. Job purpose

To facilitate the provision of high quality, citizen focused greenspace development within the City, in line with corporate strategies and the Greenspace Strategy - Greener, Happier, Healthier.

2. Principal duties and responsibilities

1. To provide day-to-day management and oversight of parks, greenspaces, playgrounds and community gardens. To include grounds maintenance monitoring, site safety inspections, projects and asset management.

2. Undertake responsibility for allocated specialist service lead duties, aimed at delivering greater efficiency and expertise in key areas such as horticulture, landscape and design, digital mapping and social media.

3. To write site management plans, involving all stakeholders and to achieve National Green Flag standard (or other locally approved standards) for Nottingham's parks and greenspaces.

4. To manage contractors across a range of functions and projects relating to both playground and greenspace repairs and new facilities.

5. To engage with communities and stakeholders to consult on and deliver greenspace development projects, including identifying and securing funding.

6. To act as a strong advocate for and ensure continued community engagement in the delivery of the Greenspace Strategy.

7. To work in partnership with, grounds maintenance teams Resident Development Officers, Community Protection teams, allotment associations, tenants, external community groups and sports clubs to ensure delivery of a high-quality Greenspace & Natural Environment service.

8. To deliver effective community support and engagement, so that community aspirations are embedded in site management plans, local needs are met and to encourage wider participation in greenspace projects, including working with volunteers, supporting community funding applications and Green Flag Community Award submissions.

9. To ensure effective financial spending and monitoring of revenue and capital funding and monitor budgets in accordance with current City Council and any externally funded Financial Regulations.

10. Develop and provide marketing information via online, social media in print and on site.

11. To represent the Service and provide technical advice and support on a range of issues relating to greenspace management and development to local residents, community groups, allotment tenants, Councillors and stakeholders.

12. To prepare quotations, specifications and tenders for projects in line with the principles of Best Value and oversee works commissioned, including supervising contractors, signing off completed works and ensuring the timely claiming of any grant funding.

13. To research and prepare reports on a range of greenspace issues for the Council, local committees, residents groups and other interested parties.

14. To organise, market and manage local events based within the city's Parks and greenspace, ensuring that health and safety risk assessments are carried out and income opportunities are maximised where appropriate.

15. To deal with issues, enquiries and complaints relating to the service through the Have your say and Councillor Casework systems and to ensure a timely and high-quality response is provided.

16. To provide the lead in procuring and organising park, play and greenspace repair and improvement works in line with financial and health and safety regulations.

17. Assist in the development and implementation of policies and strategies to improve the service, including sustainability and Biodiversity.

3. All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

4. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

6. Numbers and grades of any staff supervised by the post holder: 0
But there is a requirement to manage volunteers and contractors within this job role.

7. Post holder's immediate supervisor: Greenspace Delivery Manager

Prepared by/author: Donna Cresswell-Duly **Date:** May 2025
Job title: Head of Greenspace & Natural Environment

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date:

Person specification

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical	Detailed knowledge and experience of managing and delivering projects in a greenspace environment including managing contractors and completing external funding bids.		✓		✓	
	Well developed knowledge and understanding of park, greenspace and playground management issues such as design, maintenance, security and health and safety requirements.		✓		✓	
	Knowledge or experience of procurement, contract management, and project management.		✓		✓	
	Experienced in community consultation in order to deliver successful improvement projects.		✓		✓	
	Well developed experienced and knowledge of Green Flag other environmental legislation and regulations appropriate to the management and development of greenspace.		✓	✓	✓	

	Requirements	Measurement				
	The ability to undertake financial monitoring and budgetary control, including external funded schemes	**P**	**A**	**T**	**I**	**D**
	Experience and ability to plan, organise and deliver community events.		✓		✓	
	The ability to use a range of marketing and communication tools to deliver engagement programmes, such as signage, digital and media.		✓		✓	
	Experience of using a range of electronic databases and inspection software for record keeping and communication to evaluate numerical and literary information and write reports for a range of audiences.			✓	✓	
	Experience of working on own initiative in order to meet strict deadlines and objectives, often working on numerous projects at once.		✓	✓	✓	
	Ability to promote and secure safe working practices		✓		✓	
Teamwork and Communication	Experience of and the ability to work both individually and as part of a team to achieve desired objectives		✓		✓	
	Ability to communicate with both staff and the public, in person, in formal letter writing, via social media and by phone.		✓		✓	
	Ability to represent the Department at a range of meetings including giving presentations as required		✓	✓	✓	
	Ability to manage difficult situations tactfully and diplomatically, ensuring a professional approach at all times		✓		✓	
	Experience of and the ability to prioritise own work and that of others.		✓		✓	
	Ability to develop effective working relationships and partnerships with colleagues, local Councillors, other agencies and the community.		✓		✓	

	Requirements	Measurement				
	Experience of using a range of electronic databases and inspection software for record keeping and communication.		✓		✓	
Equality and Customer Care	Understanding of and commitment to, the Council's Equal Opportunities Policy.w				✓	
	Commitment to providing high standards of customer care.		✓		✓	
	Ability to ensure that services reflect local area needs and are responsive to the community.		✓	✓	✓	
Work Related Circumstances	Possession of a full driving licence and willing to travel on council business, mainly within the City boundary, but occasionally to other locations. Access to a vehicle for work purposes.		✓		✓	
	Willingness and ability to vary hours of work to suit operational needs		✓		✓	
	Be willing to attend training courses relevant to your position.		✓		✓	
	Willingness to comply with the City Council's non-smoking policy.		✓		✓	

P: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence

Prepared by/author: Donna Cresswell-Duly **Date: May 2025**

Job title: Head of Greenspace & Natural Environment