



## Job description

**Job title:** Green and Open Spaces Officer

**Grade:** Band 8

**Directorate:** Housing and Communities

**Reports to:** Waste and Environmental Services Manager

### Purpose of the job

Melton Borough Council is committed to enabling Healthy Communities and Neighbourhoods. A key part of our work is taking proactive steps to make our beautiful and vibrant borough cleaner, greener and safer.

Led by our Green and Open Spaces Officer, we will enhance our focus on pride in place – ensuring we are working effectively and efficiently to maximise incremental quality and that we are collaborating across teams and with partners, taking a planned and evidence based approach to investing in and improving our green and open spaces, and ensuring a best practice approach for the spaces and places that we know are valued by our residents and visitors.

### Main areas of responsibility

- To ensure that 'green assets' (including cemeteries, closed churchyards, country park, green spaces, play areas, street furniture, tree maintenance) are logged and mapped and maintained accurately within a central system alongside corporate and housing assets to support a whole council view of assets owned and maintained by the Council.
- To lead on the development and approval of clear maintenance and management plans and monitoring / inspection schedules for Council owned and maintained green and open spaces and associated 'green assets' across the borough to support work planning and programming, resource allocation and budget management.
- To review operating and management arrangements for Council run allotment sites and to support the development of options for secure and

sustainable operations in the future, including exploring and supporting the formation of allotment associations.

- To take a lead and coordination role in the Council's Pride in Place cross departmental group; ensuring information and updates are provided in support of the objectives of the group and that a collaborative approach is taken to matters or initiatives relating to environmental quality / pride in place within the resources and capacity available.
- To be proactive in supporting internal and external communications about activities, projects and initiatives that contribute positively to pride in place including annual review and update on outcomes achieved.
- To work collaboratively with Council teams including (but not limited to) the Corporate Property and Assets Team, Housing Teams, Procurement, Legal and Planning Teams to ensure a coordinated and effective approach to transfer, registration and maintenance of green and open spaces and to ensure consistent quality, standard and maintenance of assets across teams.
- To support the development and delivery of key environmental services policies, strategies and projects, ensuring that maintenance and management plans, monitoring / inspection schedules and budget management arrangements are aligned.
- To lead self-assessment and application to obtain green flag status for Melton Country Park, and to ensure that effective arrangements are in place to maintain accreditation.
- To support the development of relevant performance measures and reporting arrangements to support awareness, oversight and visibility of environmental quality performance and outcomes.
- To work with local community groups and volunteers to increase participation in voluntary work across the borough in order to meet targets set by UKSPF.
- To support with commissioning feasibility studies that will influence future service provision to ensure that they are efficient and fit for purpose.

## Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.

- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

## **Equality and Diversity**

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

## **Other**

This job profile sets out the principal duties associated with this post at the time it was drawn up but is not intended to constitute an exhaustive list.

The postholder will be required to undertake duties and responsibilities as required that are commensurate with this role, and which may vary from time to time.

The Council operates a flexible, hybrid working policy but the nature of the work may involve the jobholder carrying out work outside of normal working hours.

You will be required where necessary to be involved in Civil Contingencies and Emergency Planning issues relating to preparing and responding to relevant incidents or events. This is in addition to corporate requirements including protect and prevent duties within Community Safety and Public Protection.



## Person specification

For the successful delivery of this post, we are looking for the following qualifications, skills and experience:

### **Qualifications and Experience: Essential**

A relevant professional qualification at degree level, or equivalent and relevant experience in a similar work environment.

Evidence of and commitment to continuing personal and professional development.

### **Experience and Skills: Essential**

An understanding of and commitment to supporting principles of environmental quality and pride in a local area

Experience of working across teams to achieve environmental outcomes for a whole organisation or local area

Demonstrable experience of problem solving and working across teams to navigate uncertain or ambiguous situations

Demonstrable ability to develop evidence and data led reports, analysis and plans that guide and support maintenance and investment planning

Experience of using data / IT systems (for example; excel, GIS, Sharepoint, asset management systems) in an effective way to enable assets to be logged, mapped, searched and updated

Experience of producing clear and effective analysis and reports for council teams, senior leadership team and councillors

Experience of assessing policy and service delivery options and associated implications to develop business cases relevant to the service area

Experience of contributing effectively to performance management arrangements including the development of new performance and oversight measures for thematic areas

Sound judgement and decision-making skills, ability to prioritise workload, be adaptable to the various commitments and pressures across teams and find

creative and innovative solutions to problems

Ability to work under pressure, balance risks and responsibilities, and act in the best interests of the Council and communities we serve

Experience of contributing to policy and strategy development, and leading on associated action planning and budget / investment requirements to ensure delivery

Experience of project management and procurement, ensuring value for money and timely delivery of projects and programmes of work.

The ability and confidence to communicate clearly and convey complex information, with a wide variety of stakeholders, in a way that supports effective decision making and service delivery.

The ability to deal effectively with enquiries from councillors and members of the public, ensuring that responses are timely, customer-focussed, consider all relevant facts and protect the council's reputation whilst also managing expectations.

The ability to exercise tact and diplomacy, and interpersonal, negotiation and influencing skills.

### **Experience and Skills: Desirable**

Experience of developing content for social media and other communication methods to support internal and external awareness of work that is contributing to the pride in place agenda

Experience of working in a pragmatic and analytical way to support self-assessment of compliance and accreditation opportunities

An understanding of the things that matter to residents, councillors and teams in being able to access information about environmental quality and how to make this as easy and effective as possible

Evidence of developing successful working relationships with Elected Members, Senior Leadership Teams, internal and external partners, colleagues, and other stakeholders to deliver shared aims and objectives.