

Job Description	
Job Title	Green Spaces Capital Project Officer
Service Unit	Leisure, Recreation and Health
Grade	I
Responsible To	Green Spaces Infrastructure Officer
Responsible For	n/a
Terms and Conditions	NJCLGS Statement of Particulars
Date Created/Amended	October 2020

Job Purpose	
1.	To develop, implement and manage capital works programmes for greenspaces utilising section 106 / CIL contributions and other funding.
2.	To develop a 3-year rolling capital programme to deliver and report against agreed projects to Manager, officers, members and Committees.

Main Activities (Corporate)	
1.	Be committed to the Council's Vision and carry out work within the spirit and intention of its core values.
2.	An understanding and awareness of the concept of "Making Every Contact Count" (MECC), attending training where necessary.
3.	To assist in the delivery and review of service standards, quality and performance targets for the Parks and Green Spaces Team.
4.	To carry out all work within the spirit and intent of relevant legislation and Council policy and procedures, e.g. Equal Opportunities, Health and Safety, Customer Care, etc.
5.	To work closely, mutually and collaboratively with other service units including Finance / Procurement, Legal, Health and Safety, Planning, Surveyors, Sports and Arts – involving them, sharing information with them and consulting them as appropriate.
6.	To respond positively to change, utilising available technology to improve service delivery.
7.	To represent NBBC at all times in a responsible, professional and courteous manner.
8.	To attend meetings as required, representing the Parks and Green Spaces team.
9.	Act as a positive role model, at all times, to both users of service and other employees.
10.	To undertake personal development commensurate with the duties and responsibilities of the role.

Main Activities (Service Related)	
1.	To manage the development and implementation of capital programmes relating to green spaces.
2.	To forward plan, specify, procure and manage delivery of capital works on parks and greenspaces in particular utilising planning gain '106' sums (or CIL if applicable) along with grant aid and council funding.
3.	To forward plan the delivery of capital works considering sources and timing of receipt of funding and how other internal teams can link with developments. In planning works seeking to achieve economies of scale in delivery wherever possible to maximise efficiency of delivery – combining similar works across multiple sites when appropriate and seeking to minimise impacts on users of sites.
4.	To identify and secure all necessary consents, licences and agreements from internal and third party organisations and agencies in advance of works being procured and implemented and to also take CDM and other applicable regulations fully into account in planning, specifying and implementing the works.
5.	To identify and fully consider the presence of utility easements, service routes, connections and supplies in preparing specifications and plans for works.

6.	To prepare business cases etc. as necessary to agree the release of funds from the Council's Capital and Asset Management Team (CAMT) and to present business cases as required to CAMT and to supply post project reviews as required to CAMT.
7.	To liaise as necessary with any site user groups / friends groups / community groups or other stakeholders in advance of works to alert them to and to minimise impact as far as practical upon their use of the sites during works.
8	To liaise with the Council's Communications team to alert the public in advance to potential impacts on their usage of site and to fully positively publicise delivery of works
9.	To work in close conjunction with other service departments including procurement, finance, health and safety and legal to ensure that projects are delivered on time, to specification and within budget and are controlled through appropriate contractual arrangements to minimise financial, health and safety and liability risks to the Council.
10.	To closely manage delivery of works by engaged contractors on site to ensure delivery of works in accordance with the contracted specifications, plans and timescales and to deal with any requirement for variations and contingencies that may arise in accordance with the contracts.
11.	To ensure delivery of the capital works in a fully auditable manner in accordance with financial, contract and CIL/106 regulations and to liaise with any external grant funders to ensure delivery in accordance with any conditions and timescales associated with the grant funding
12.	To develop and administer appropriate monitoring systems in relation to utilisation of s106 / CIL contributions in conjunction with the Finance and Planning teams.
13.	To support the Grounds Maintenance and Greenspace Management Officers with updating the grounds maintenance inventory, asset inventories and digital mapping systems, following development works to ensure continued accuracy of grounds maintenance contracts.
14.	To support the Parks and Green Spaces Manager / Green Space Planning Officer with pursuing any applications for external capital funding.
15.	To assist in the co-ordination of feasibility studies, commission internal/external technical support and carry out appropriate research.
16.	To contribute to policy development, relating to the Planning, Community Infrastructure and s106 / CIL contributions.
17.	To provide advice to other Council departments, contractors and those commissioned to undertake capital projects in relation to Green Spaces on relevant legislation
18.	To assist in the preparation and research for reports to support the work of the Parks and Green Spaces Team for both internal committees and external agencies.
19.	To assist in other projects as directed.
20.	Any other duties commensurate with the grade and nature of the role

Notes On Special Conditions Of Service

1.	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.
2.	Level 1 Car User
3.	One Professional Fee paid

Person Specification					
Job Title		Green Space Capital Projects Officer			
Category	Essential/ Desirable	Criteria		How Identified	
Experience	E	1.	Experience of dealing with the public in a service environment.	2+4	
	E	2.	Experience of working with planners and developers in ensuring community infrastructure commitments are met	2+4	
	D	3.	Experience of Grounds Maintenance Contract Monitoring.	2+4	
Qualifications	E	4.	A degree in Environmental Studies or related subject, or an equivalent qualification	2+5	
Knowledge, Skills and Abilities	E	5.	A good general knowledge of environmental issues including knowledge of wildlife systems, ecology and natural history.	2+4	
	E	6.	Knowledge and application of planning commitments in relation to s106 contributions	2+4	
	E	7.	Ability to project manage.	2+4	
	D	8.	The ability to draw up habitat management, maintenance and monitoring plans.	2+4	
	D	9..	Application of environmental education, interpretation and participation.	4	
	E	10.	Be able to communicate in a clear, accurate, confident and friendly manner.	2+4	
	E	11.	Be able to write clearly, concisely and accurately.	2,3+4	
	E	12.	Have good computer and keyboard skills, including Microsoft packages	2,3+4	
	D	13.	Ability to undertake habitat and ecological surveys.	2+4	
	D	14.	Good Presentation skills in terms of creating displays.	4	
	E	15.	An understanding of when and how all amenity horticulture tasks should be carried out.	2+4	
	E	16.	Awareness and application of relevant legislation and procedures including planning, wildlife and countryside and highway legislation.	2	
	D	17.	Knowledge of contract and financial systems.	2	
	Personal Qualities	E	18.	High level of motivation and personal enthusiasm.	4
		E	19.	Ability to work calmly under pressure and demonstrate effective time management.	4
E		20.	Be able to organise and take initiative.	4	
E		21.	Be able to work in a team environment and provide mutual respect as required.	4	
E		22.	Be flexible and adopt a positive attitude to changing situations.	4	
E		23.	The ability to maintain a focus and objective view during contract negotiations with Grounds Maintenance Provider.	4	
E		24.	Ability to portray a confident and professional manner.	4	
Other Factors	E	25.	To understand and be committed to the Council's Core Values and Vision.	2+4	
	E	26.	Good attendance record	5	
	D	27.	Be able to attend some out of hours activities.	4	
	E	28.	Have a full UK driving licence and access to suitable motorised transport	2+5	

1 = test prior to shortlisting 2 = application form 3 = test after shortlisting
4 = interview 5 = documentary evidence

Criteria identified by "2", either singly or in combination with any other number, will be used for shortlisting purposes and details should appear on the application form.

Employment Profile													
Job Title	Green Space Capital Projects Officer												
Competencies	Column 1									Column 2	Column 3	Column 4	
Behavioural	N/A	A	B	C	D	E	F	G	H				
Communication						X							
Supporting/ Managing Change				X									
Managing Performance of Others				X									
Managing People		X											
Managing Your Job				X									
Job Attributes						X							
Relating to Others				X									
Decision Making				X									
Generic													
Financial Acumen				X									
Health and Safety				X									
Tools/Equipment/IT				X									
Project Management						X							
Education						X							
Other Factors													
Financial Transactions				X									
Environmental				X									
Physical Demands				X									
Emotional Demands		X											
Column 1 Place an X to show job profiles scores (can only be in A, C, E or G) Place O to show person profile scores from discussion with employee (can be placed in all columns)										Column 2 Identify the priority development 1-5 Where 1= High 5= Low		Column 3 Enter any comments to reflect/justify decision	