

# Greenspace Officer

Greenspace Officer

Within the **Environmental Services** team.



## SALARY

Up to £29,200

## RESPONSIBLE FOR

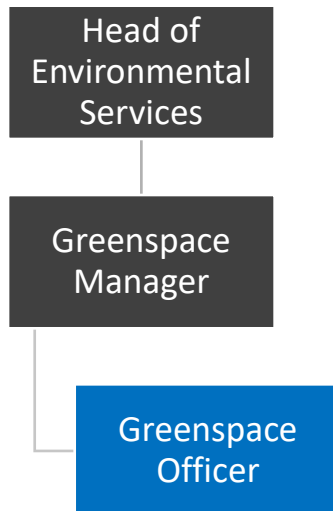
N/A

## RESPONSIBLE TO

Greenspace Manager

## CORE PURPOSE

To support the delivery of high-quality greenspaces across Stockport Homes assets based.



The Environmental Services team is responsible for the delivery of a range of greenspace, environmental, caretaking, and facilities management services across Stockport.

The Greenspace Officer role will support the delivery of greenspace services across the borough, to ensure the delivery of high-quality spaces, neighbourhoods, and value for money for our customers.

Working collaboratively across the organisation with customers, contractors, external public, and private stakeholders

Growing our business, by assisting in identifying and securing external resources including delivery of greenspace services commercially.

Supporting the implementation, review of service strategies, policies, procedures, and business plans.

Work in partnership with customers, keys stakeholders, contractors and community voluntary sector to identify and implement projects and activities to ensure the long-term sustainability of neighbourhoods



### PENSION

Access to a Social Housing Pension Scheme (SHPS).



### GENEROUS ANNUAL LEAVE ENTITLEMENT

26 days, increasing to 28 days after 5 years' service



### HEALTH CASH PLAN

Claim back a proportion of your everyday healthcare and medical expenses



### RETAIL DISCOUNTS

Access to a wide range of discounts to provide savings on food and shopping



### FLEXIBLE WORKING

Flexible/Hybrid working arrangements ensure you can achieve a healthy work life balance



### WORK PATTERN

Full Time | 37 hours

## **RESPONSIBILITIES:** *Greenspace Officer will...*

- ✓ Support the effective management and monitoring of greenspace contracts to ensure that contracts are delivered to agreed specifications and standards
- ✓ Provide technical advice on greenspace related enquiries, to include grounds maintenance, trees and ecology
- ✓ Engage with customers and key stakeholders to identify issues, support the design and delivery of greenspace activities
- ✓ Undertake site inspections, surveys, audits including health and safety
- ✓ Support development, review and implementation greenspace strategies, business plans, contracts, policies, and procedures.
- ✓ Identify, prepare and implement projects and services to secure external business including bids for services and external grant resources
- ✓ Deliver greenspace activities through developing local and strategic partnerships
- ✓ Design, support, present and deliver training programme for customers and stakeholders relating to greenspace
- ✓ Support and manage income and expenditure through the use of the appropriate financial systems
- ✓ To use, maintain and keep update all databases, maps and geographical systems
- ✓ Identify and prepare awards, bids for external recognition, such as Green Flag.
- ✓ Deputise for the Greenspace Manager at meetings, events, and speaking opportunities as required.
- ✓ Manage the operational delivery of greenspace management delivered inhouse. Includes the day-to-day scheduling of all works, hybrid management of staff and quality checks.

## **STRENGTHS:** *The Greenspace Officer will deliver key responsibilities by...*

- ✓ Ability to analyse, interpretate and evaluate information and present to all audiences
- ✓ Communicating effectively and efficiently both verbally and written.
- ✓ Good interpersonal and influencing skills demonstrating the ability to build and maintain effective working relationships with internal colleagues, contractors and key public, private, commercial stakeholders
- ✓ Having the ability to prioritise workloads in a busy environment, take responsibility for your own actions
- ✓ Having confidence to challenge, being resilient and energetic
- ✓ Have excellent problem-solving skills and a pragmatic approach to resolving complex issues, being resourceful and creative
- ✓ Ability to work effectively as part of a team or along and help create and foster a supportive, motivated and high performing team
- ✓ Excellent communicator, able to build effective relations and act as an ambassador for the organisation

## REQUIREMENTS: *The Greenspace Officer must have...*

- ✓ Knowledge and practical experience of greenspace issues, including grounds maintenance, trees, ecology
- ✓ The ability to build effective relationships with staff, customers, contractors, public, private and commercial stake holders to deliver greenspace activities and services
- ✓ Experience and understanding of successfully managing greenspace related contracts, and in engaging and empowering operational teams to deliver services to agreed standards and targets
- ✓ Demonstrate practical experience and understanding of undertaking, recording and monitoring inspections and site surveys techniques.
- ✓ Excellent communication skills (both written and verbal with ability to analysis, write and present in clear, concise and organise manner to all audiences
- ✓ Demonstrate understanding and experience of financial management and monitoring, including experience of securing external resources and services relating to greenspaces
- ✓ Knowledge and experience of greenspace strategies, business plans, contracts , policies, and procedures.
- ✓ Knowledge and practical experience of related legislation in relation to the delivery of services, including relevant health and safety
- ✓ Be able to plan their own workload effectively and efficiently
- ✓ Demonstrate practical skills in using of Microsoft Office Applications, GIS and mapping software
- ✓ Access to car and have full UK driving licence and be willing to travel

## VALUES: *The Greenspace Officer will role model core values...*

### Ambition

We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers

### Social

#### Responsibility

We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people

### Passion

We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work

### Innovation

We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things

### Respect

We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships

### Excellence

We continually improve how we work; challenging the status quo, learning from what goes well & always being professional

