

JOB DESCRIPTION

JOB TITLE:	Parks Development Officer
DIRECTORATE:	Leisure Culture and Community Wellbeing – Environmental Services
JOB EVALUATION NUMBER:	A13027
BAND:	7
RESPONSIBLE TO:	Greenspaces Development Manager
RESPONSIBLE FOR:	Occasional Supervisory Duties.
MAIN PURPOSE OF POST:	<ul style="list-style-type: none"> • To coordinate and deliver sports, recreation, community activities and events across the borough greenspace sites. • To maximise income through commercial hire of facilities, the letting of concessions, marketing and promotion. • To make a proactive and positive contribution to the overall development, commercialisation and reputation of the service.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To administer the hire of parks and greenspace sites for commercial and community events, sports, activities and concessions.
2.	Ensure user compliance with the hire agreements
3.	To work with colleagues and external partners to ensure events and activities are delivered safely and in accordance with current regulations and industry best practice.
4.	To plan and deliver in-house events and activities.
5.	To work with friends of / community groups and partners in the development of parks and open space including the delivery of Health and Wellbeing initiatives.
6.	Ensure facilities are fit for purpose and arrange remedial repairs as necessary.
7.	Make arrangements for key holding duties at various sites for purposes of access and security.
8.	To work with colleagues to coordinate the preparation of grounds/facilities according to the requirements of customers.
9.	Monitor facility usage and produce periodic management reports

10.	To promote greenspace sites and increase income through the marketing of facilities using a variety of media. To advise on fees and charges and ensure the competitiveness and profitability of lettings.
11.	Supervise and organise staff where required for the delivery of activities and events.
12.	To liaise with, and support, enforcement officers and other agencies in preventing anti-social behaviour and misuse of facilities.
13.	To carry out special projects to achieve service and commercial objectives.
14.	Ensure all relevant corporate policies and procedures, relating to the supervision of the team are implemented, including Equal Opportunities Policy and the Health and Safety Policy.
15.	Carry out any other duties appropriate to the grading of the post

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES
This post will require evening, weekend and bank holiday working on some occasions.	

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Greenspace Development Officer
DIRECTORATE:	Leisure, Culture and Community Wellbeing – Environmental Services
JOB EVALUATION NUMBER:	A13027
DATE:	May 2022

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Excellent written and verbal communication skills.	interview
Knowledge of the legal requirements of event and sports organisation and lettings.	Application Form
Skills in negotiating with customers and ensuring contract compliance.	Application Form
Ability to work with minimal supervision, work as part of a team and to prioritise/manage own workloads and competing priorities and meet scheduled deadlines.	interview
The ability to actively and positively engage with customers, community groups, local businesses, partners and colleagues.	Application form/interview
Marketing skills and the ability to utilise social media.	Application form/interview
Ability to use Microsoft office applications and web-based systems	Application form/interview
Commercial awareness	Application form/interview

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Knowledge of local government procedures	Application form/interview

EXPERIENCE

Essential

Essential experience	Assessment method
Previous experience of planning events and activities or experience in a comparable area.	Application form/interview

Desirable

Essential experience	Assessment method
Experience of supporting and working with volunteers/community groups	
Experience of sales and marketing services.	

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Level 4 qualification in outdoor leisure, event management, business management or similar. Alternatively demonstrable industry experience.	Certificates/application form
Level 2 numeracy and literacy	Certificates/Application form
Full UK driving licence	licence

Desirable

Desirable qualifications	Assessment method
IOSH Managing Safely in the Exhibition and Events Industry Training	certificates
First aid	certificates

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 1

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

Changing and improving

Level: 1

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

Making effective decisions

Level: 1

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

Leading and communicating

Level: 1

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

Collaborating and partnering

Level: 1

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

Developing self and others

Level: 1

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

Delivering value for money

Level: 1

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Managing a quality service

Level: 1

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

Delivering at pace

Level: 1

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.