

Post title	Parks Technical Officer
Division / Section	Neighbourhood Environmental Services / Parks, Openspace Development & Visitor Services
Department	Place
Responsible To	Parks and Openspaces Development Manager
Number of post holders	1
Acting up/ Secondment	No

Purpose of Job

To positively and actively contribute to one or more of the functions within the Parks and Openspace service, as required including but not limited to:

- Parks development and design
- Play facility design & construction
- Allotments construction, maintenance & administration
- Parks capital budget and programme
- Structural inspection and Asset maintenance
- Quality Initiatives – Green Flag, Park Quality Assessments, etc
- Landscape and Design Initiatives - Living Landscapes, Floral Clock, etc
- Education programmes

This will involve undertaking technical projects and support programmes necessary for the delivery of strategic priorities within the service.

MAJOR TASKS/JOB ACTIVITIES

Provide a centralised technical design and support resource for the Parks, Greenspace & Cemeteries service.

Support and contribute to the planning and implementation of new PG&C initiatives.

Co-ordinate the processes associated with Edinburgh's status as a Green Flag Authority, including communications, award submissions, management practices, park quality assessments and landscape performance standards.

Monitor the progress and evaluate outcomes of parks, grounds maintenance and horticultural-related projects, ensuring successful delivery on time and on budget.

Maintain information records and systems as necessary, including ongoing management and maintenance of the parks asset database.

Maintain allotment leasing register and waiting-list data in accordance with statutory requirements.

GIS mapping of landscape features specific to PG&C and configuration with the Confirm environmental asset management system.

Work with Business Improvement & Performance Team to monitor and manage support of Confirm Asset Management system and play a lead user and trainer role within PG&C.

Work with specialist, locality and workshop staff to review new equipment and practices and determine if they are 'fit for purpose' for PG&C's current and future needs, ensuring consistency; compatibility and cost effectiveness of equipment and resources.

Keep up-to-date with Best Practice and innovation in design, grounds maintenance and horticultural practices and consider and apply appropriately to improve service quality and delivery.

Liaise regularly with a wide-range of stakeholders to ensure the necessary transfer of information and provide advice as required, dealing with complaints and enquires regarding PG&C services, attending meetings on-site where appropriate.

Report on progress regularly to managers highlighting risks and issues as necessary and produce and prepare reports, design plans, briefing notes, letters, leaflets, guidance, statistics, etc as required.

Preparation of presentations and training material and delivery of these where required and attendance at meetings, working groups, events, exhibitions, etc as appropriate.

Supervision and Management of People

Some coaching skills are required to enable post holders to support and contribute to the development of the team and support operational staff.

Creativity and Innovation

Responsible for undertaking tasks covering several areas within the service.

Required to analyse and identify problems or issues that arise within their area of work and apply creativity in developing solutions, working with others, such as operational staff or IT colleagues, as appropriate.

Will analyse and interpret a wide range of information and data to evaluate project effectiveness and the achievement of planned outcomes and benefits.

May be required to design and deliver in-house training programmes to a variety of staff groups.

Input to the design of communications and promotional literature publicising and providing information to the public about, projects for which they are involved in.

Contacts and Relationships

Work with operational staff and contractors and will be expected to take timely action to resolve problems relating to service quality and/or compliance with agreed specifications.

Meet with members of the public and community groups to provide information about projects and obtain feedback on proposals. Some contacts may be contentious and post holders will have to exercise tact, diplomacy and sensitivity to reconcile conflicting views and opinions.

Dealing regularly with individual (and potential) allotment plot tenants and the Federation of Edinburgh Allotment & Gardening Associations (FEDAGA), including representing the Council at public meetings.

Communicate with other Council functions, Locality teams and external bodies to update and seek guidance on projects.

Regular contact with team members and senior staff to provide updates on project/task progress, issues and risks.

Decisions (Discretion)

Assist in the co-ordination and planning of a range of services directly and in partnership with others.

Expected to demonstrate initiative in day-to-day decision making as appropriate to help achieve service objectives.

Expected to decide when to escalate issues to senior staff and make recommendations about action required to resolve any issues.

Will work with senior staff on key content of reports and business cases for approval by senior management.

Will be required to determine the order of allotment plot lets, using both the allotment waiting list register and other considerations.

Decisions (Consequences)

Decisions will have an influence on the work of the team and assist with service priorities.

Resources

No direct budget responsibility but will monitor expenditure against budgets allocated to projects/tasks for which they are responsible.

Responsible for the maintenance and security of materials/equipment to be used in the course of tasks/projects for which they are responsible and electronic data, including GIS systems. Maintain

information records and systems as necessary, including ongoing management and maintenance of GIS mapping of landscape features

Environment – Work Demands

Likely to work on more than one project at a time and will be expected to prioritise their own workloads whilst managing competing demands upon their time. They will be expected to work to tight deadlines, which will be influenced both internally and externally.

Environment – Physical

Mostly office-based and the majority of tasks require normal physical effort. There will be some requirement to drive and carry-out site visits, exposed to all weather conditions and on occasion to move materials/equipment.

Environment – Working conditions

Although principally office based, this position requires the post holder to undertake site assessments on foot, out-of-doors, in all weathers and at all times of the year in daylight hours. (50% of time outdoors)

Environment – Work Context

Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. Health and safety guidelines with risk assessments should be adhered to when conducting site visits.

Operate in accordance with the Council's Lone Working policy.

From time-to-time projects may attract some opposition and post holders may encounter rudeness and/or challenging behaviour in their dealings with members of the public.

Knowledge and Skills

Educated in a relevant professional discipline to national diploma level. In certain cases, this requirement will be satisfied through relevant experience and demonstrated competence.

Should be a competent trainer and be literate and numerate in order to develop, collect, collate and report performance data and contribute to written documents such as reports, business cases, project updates and statistical analyses.

Good knowledge of computerised systems is essential and specific IT skills are required in order to handle performance data, write reports and papers and prepare visual presentations

Must possess strong interpersonal skills in order to communicate effectively and sensitively with a wide range of stakeholders, both internal and external.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your

duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.