

Job Profile

Job Title: Green Space Project Officer

Job Grade: Level 4 Zone 2

Salary Range: £45,042 - £51,870

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

The Green Space Project Officer will play a key role in delivering Camden's Green Space Investment Programme. The post will deliver against high quality, high profile projects that contribute to ensuring the quality, inclusivity and sustainability of Camden's parks and green spaces. The role will be responsible for a portfolio of green space investment projects from inception through to completion, managing external landscape designers, other contractors and volunteers, and ensuring effective engagement with councillors and Camden's communities. The post will join a dynamic, multi-disciplinary team and contribute to our commitment to deliver for the people of Camden by delivering value for money services by getting it 'right first time'.

About you

- A thorough, working knowledge of green space policies, plans and issues in an inner city environment
- Excellent project management skills and proven experience in effectively project managing improvements to parks and open spaces.
- Experience in contract procurement, monitoring and management, dealing with contractors and sound technical knowledge of the range of services delivered by Green Space
- Excellent track record of financial management, budget control and experience of delivering services within financial limits.
- Excellent written and verbal communication skills with the ability to express and present complex information accurately, clearly and concisely both orally and in writing to a range of audiences including senior management, councillors, stakeholders and members of the community.
- Excellent IT skills including MS applications, spreadsheets and database systems. A working knowledge of GIS is desirable.
- Able to devise and manage appropriate and effective consultation and engagement exercises with local communities, work closely with elected members and manage public meetings.
- Excellent organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.

Work Environment:

- The post involves a combination of office-based work, working from home and outdoor site visits.
- The job requires flexibility with regard to the changing nature of projects within Camden's green spaces.
- The post works across parks that are based within an inner city environment.
- Work will sometimes take place outside of normal office hours evenings and weekends.
- Lone working in some isolated sites.

People Management Responsibilities:

Not applicable

Relationships:

- Other Green Space Project Officers and wider Green Space team members
- Planners
- Highway Engineers
- Housing officers
- Policy & Senior Officers
- Voluntary organisations and Friends of parks groups
- Contractors and consultants
- Elected Members

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,