**Job Profile Information: Green Space Development Manager**

**This supplementary information for Green Space Development Manager is for guidance and must be used in conjunction with the Job Capsule for Job Level 5 Zone 1**

**Camden Way Category: 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To lead on the development and delivery of a green space development plan for the borough including parks and housing land, acting as the council’s principal advisor on green space design and related regeneration and planning matters, leading on the procurement and programming for the green space investment programme and being responsible for its financial management.

**Example outcomes or objectives that this role will deliver:**

* Develop, deliver and review a green space development plan and investment programme incorporating parks, housing and other land on the council estate.
* Lead on communications and engagement with a wide range of stakeholders to inform the development plan and the monitoring of its impact.
* Co-ordinate the delivery of the park investment programme with other infrastructure projects to maximise efficiency
* Devise the procurement strategy for the delivery of the green space investment programme and lead on the procurement and programming of works.
* Effectively manage staff resources, in order to ensure a highly motivated team who clearly demonstrate the Camden Behaviours and Ways of Working.
* Manage and monitor Green Space capital resources, including S106 and Community Infrastructure Levy allocations
* Lead on identifying and coordinating fundraising opportunities with other officers as applicable
* Act as the council’s principal advisor on Green Space matters including providing:
* the lead Green Space client role for Community Investment Programme and other council regeneration schemes
* strategic comment on public green space matters for planning
* Contribute to green space planning policies and work with neighbourhood forums to identify and co-ordinate green space development opportunities with neighbourhood plans.
* Act as the lead officer for Camden with regard to the shared Islington and Camden Cemeteries Service, providing strategic advice on cemeteries development proposals and managing Camden’s budget contribution to the cemeteries capital programme.
* Develop partnership relationships (internal and external) to identify and develop opportunities for green spaces to contribute to council objectives.
* Develop and implement policies and processes to achieve continuous improvement in the council’s management of green space.
* Deputise for the Head of Green Space as required.

**Note:** All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

**People Management Responsibilities:**

* 4 direct reports (3.6 FTE Green Space Project Officers)
* Overseeing successful delivery of Green Space Investment Programme projects

**Relationships;**

* Planners – influencing, negotiating
* Other Park staff – influencing, negotiating, changing motivation
* Policy & Senior Officers – influencing, negotiating, changing motivation
* Voluntary organisations and Friends of parks groups – influencing, info exchange, advice
* Contractors – influencing, changing motivation, negotiating, supervising
* Elected Members – influencing, advice, changing motivation
* Staff – influencing, negotiating changing motivation, managing
* Volunteers – influencing, negotiating changing motivation, managing

**Work Environment:**

* The post holder is required to be flexible in working for across the council.
* The job requires flexibility with regard to the changing nature of projects within Green Space.
* The post works across parks and housing land 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.
* The post will line manage four permanent Green Space Project Officers (L4Z2), to be supplemented by additional staff as funding/projects requires.

**Technical Knowledge and Experience:**

**KNOWLEDGE**

* A thorough, working knowledge of green space in an inner city environment
* A thorough understanding of planning frameworks and policies relating to green space.

**QUALIFICATIONS**

Essential:

* To have a relevant degree / qualification or equivalent

Desirable:

* Landscape planning/design/management qualification (or equivalent)

**EXPERIENCE**

* Have a minimum of five years within the landscape and urban design industry, with an element of working in the local government sector.
* Experience of successful contract procurement and contract management.
* Experience of effective programme design and delivery.
* Experience in the preparation and review of strategy and policy documents.
* Experience of working closely with various groups e.g. community groups and to have an understanding of and experience in responding to their needs.

**SKILLS AND BEHAVIOURS**

* Able to provide in-depth policy analysis and advice.
* 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 variety of audiences.
* Able to research, collate, analyse and present information and statistical data using data bases and mapping software.
* Able to work closely with elected members and lead public meetings.
* Able to effectively line manage staff and coordinate work across project teams.
* Able to devise contracts and manage contractors and volunteers effectively.
* Able to develop and implement evidenced-based strategies and policies.
* Able to undertake a range of financial management activities in delivering services within set cash limits.
* Able to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](http://camden.gov.uk/ccm/content/jobs-and-career/file-storage/ways-of-working---values/)

**Structure Chart**

**Head of Green Space**

**Green Space Development Manager**

**Green Space Project Officer (x 4)**

**Director of Place Management**

**Green Space Management Team**