**Job Profile Information: Green Space Project Officer**

**This supplementary information for Green Space Project Officer is for guidance and must be used in conjunction with the Job Capsule for Job Zone 2 Level 4**

**Camden Way Category: 2/3**

**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:**

The Green Space Project Officer will play a key role in delivering Camden’s Green Space Investment Programme. The post will deliver high quality, high profile, capital projects that contribute to ensuring the quality, inclusivity and sustainability of Camden’s parks and green spaces. The role will lead 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’.

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

* To deliver the Green Space Investment Programme by ensuring programmed green space projects are effectively implemented, delivered on time and within budget.
* To supervise contractors and monitor contractor performance to ensure projects are effectively implemented and comply with Council regulations and procedures.
* Financial management and budget monitoring and reporting to support programme delivery.
* To maximise investment delivery by identifying and securing external funding to support projects
* To ensure that standards, document control, policy and procedures for all Contract delivery are developed and maintained.
* To undertake procurement of services and works and comply with procurement policy and procedures
* To manage appropriate consultation, communications and engagement with local communities in relation to green space projects, to ensure stakeholders are well- informed and to support delivery of the Green Space communications plan
* To provide technical advice and support on the design and implementation of projects and site management.
* To play a key role in informing the development and review of the green space investment programme.

**People Management Responsibilities:**

Not applicable

**Relationships;**

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

**Technical Knowledge and Experience:**

KNOWLEDGE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* A thorough, working knowledge of green space policies, plans and issues in an inner city environment
* An understanding of good procurement and contract management practice relating to green space development and improvements.

QUALIFICATIONS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essential:

* A relevant degree / qualification or equivalent

Desirable:

* Landscape Design/Management or relevant Horticultural qualification

EXPERIENCE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essential:

* Proven experience in effectively project managing improvements to parks and open spaces.
* Experience in contract 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.

SKILLS AND BEHAVIOURS

Essential:

* Excellent project management skills.
* 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 lead appropriate and effective consultation and engagement exercises with local communities.
* Able to work closely with elected members and lead public meetings.
* Able to supervise the work of contractors and volunteers.
* Able to undertake a range of financial management activities in delivering services within set budgets.
* Excellent organisational skills - ability to manage conflicting priorities, handle a busy workload and meet frequently changing deadlines.
* A high level of problem solving skills.

**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/)

**Chart Structure**

**Green Space Project Team**

**Head of Green Space**

**Green Space Development Manager**

**Green Space Project Officer**

**Director of Place Management**