

## **Job Profile - Senior Grounds Maintenance Officer**

**Job Title:** Senior Grounds Maintenance 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 Senior Green Space Grounds Maintenance Officer plays a key role in ensuring both programmed and ad-hoc works are completed to a high standard and with-in budget. The role is horticultural focused but also includes infrastructure maintenance and management. The role monitors grounds maintenance service delivery including Camden's term contract by completing both desk top, site inspections, logging and raising issues with contractors and checking that remedial action has been taken. The role is horticultural focused but also includes infrastructure maintenance and management. 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:**

- Complete planned, ad-hoc and intelligence led monitoring inspections and desk top investigations on service delivery in Camden's green spaces.
- To compile inspection reports on performance of contractors against specification for each site. To raise default and rectifications where work has not been delivered and monitor remedial actions. To report key trends to Camden's Green Space Operations manager.
- Supervise contractors and monitor contractor performance to ensure projects are effectively implemented and comply with Council regulations and procedures.
- Financial management responsibilities include producing the information required by the leaseholder recharge team, budget monitoring and reporting to ensure services are delivered in line with budget.
- To identify additional budgets, seek budget holders authorisation and programme works within Camden's green Spaces.

- To liaise with multiple internal and external stakeholders including estates management colleagues, Green Space colleagues, amenity groups, friends groups, tenant and resident association on grounds maintenance issues and planned improvement works.
- To organise and chair both internal and external meetings including area solutions meetings and liaison meetings when required.
- To lead on the Green Space asset management and mapping systems, ensure data is up-to-date and is being entered correctly.
- To check the safety of sites during inspections and raise issues of public safety with relevant persons as a matter of urgency.
- Monitoring and manage invasive species in Camden's green spaces and ensure the infestation register and works completed records are accurate and up-to-date.
- To lead on the programming and authorisation of grounds maintenance volunteer's works in Camden's Green Spaces.
- To prioritise less intensive grounds maintenance and gardening that will increase biodiversity
- To check the safety of sites during inspections and raise issues of public safety with the contractor as a matter of urgency escalating serious public safety risks to the Operations Manager and other relevant officers.
- Assisting with green space play and infrastructure maintenance and improvements.
- To increase and improve Camden's green space portfolio. This includes both conventional green spaces, green roofs and other planted assets.

### **About you**

- Proven experience in contract monitoring and management, dealing with contractors and sound technical knowledge of range of services delivered within green spaces.
- Experience in effectively project managing improvements to green spaces.
- Excellent track record of financial management, budget control and experience of delivering services within financial limits.
- Excellent knowledge of Information Technology Systems including outlook and experience of using Confirm and mapinfo.
- Knowledge and skills to develop confirm to improve Camden's strategic and operational abilities
- Good understanding of horticultural procedures and the identification of plants.
- Excellent customer service skills including the ability to handle difficult customers and situations.
- Excellent personal and service organisational skills, including work prioritisation. Methodically approaches a large workload and ability to provide accurate work that meets tight deadlines.
- Excellent communication skills, at all levels and across all forms
- Experience of working in an outdoor environment in all weathers and in difficult conditions.
- Ability to listen, effectively extract important information and communicate this onward using different means.

- Is a team player and can create and maintain a positive attitude to the team, proven through performance improvements and high morale.
- Ability to create comprehensive, practical plans that meet business priorities and have a noticeable outcome.
- Willing to work evenings and weekends

#### **Work Environment:**

- The post holder will be based at 5 Pancras square but is required to be flexible in working across the council.
- The job requires flexibility with regard to the multiple Green spaces within Camden's.
- The post works across Green Spaces that are based within an inner city environment.
- Works will sometimes take place outside of normal office hours evenings and weekends.
- Completing site inspections and monitoring outside.
- Lone working including in some isolated sites.

#### **People Management Responsibilities:**

Leading and prioritising tasks completed by 3 Ground Maintenance Monitoring Officers.

#### **Relationships:**

Green Space team- influencing, negotiating, changing, motivation

Contractors and consultants- management, influencing, negotiating, changing, motivation

Policy & senior Officers- influencing, negotiating, changing, motivation

Voluntary organisations, influencing, info exchange management and advice

Elected Members- influencing, advice.

Police and other emergency services.

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**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**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. 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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.