

Parks Development Officer

Salary Grade 9

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

As Parks Development Officer you will play a key role developing improved, sustainable management and maintenance of parks and green spaces across Kirklees. You will provide support, technical expertise and guidance and lead on projects which improve facilities, and work with a wide variety of community groups, organisations, and Councillors to support activities and initiatives. You will also play a key role in supporting the development of Kirklees' Green space strategy and maximising community engagement to realise the Council's volunteering agenda. You will be part of a team, supported by the Parks Services Manager.

This role is based within Streetscene and Housing. [Click here to find out more](#)

The Job

You will promote the benefits of and increase the usage of parks and green spaces, to support New Council agendas and successful communities.

This will be a key role working on the development and implementation of the Green Spaces strategy for Kirklees' parks, recreation grounds and other open spaces.

You will undertake research and consultation to engage, inform, and ensure supporting rationale for the development of strategy and to ensure initiatives reflect the needs of our communities, and are sustainable.

You will lead projects to implement new developments, improvements or rationalisation of existing provision. You will contract manage operational activity, budgets and performance. Your role will require technical knowledge and require you to work on sites.

You will support the Parks Services Manager to shape developments and the Parks' capital plan. You will also act as a service representative as required.

You will use intelligence from local, regional and national initiatives to support developments. You will evaluate and assess viability and outcomes, source funding, and produce reports.

It will be important for you to work closely with others, successfully engaging and communicating to ensure our strategic aims are met. This will be a challenging and varied role, and will demand leadership and technical skills to meet a wide variety of aspirations.

Job Checklist

- Take a lead role for the development, delivery, co-ordination and management of the Parks and Greenspaces capital plan, including S106 contributions.
- Manage projects from initial development, to implementation, evaluation and feedback. Act as 'the Client' on a variety of projects.
- Source and prepare bids to secure external funding.
- Prepare technical drawings and specifications for landscape construction works.
- Procure goods, services and activity in line with Council procedures and financial requirements.
- Support community groups, ward members and others, engaging in consultation to support active participation and development initiatives.
- Liaise, negotiate, influence and work collaboratively with a wide variety of stakeholders including District Committees, Friends groups, Councillors, residents, community groups, TRAs, and partner agencies.
- Undertake performance and data analysis to assess service delivery and support continuous improvement. Produce reports as required.
- Take a lead in public consultation relating to new developments or change to service provision.
- Undertake research and use business intelligence and networking arrangements to develop innovative spaces and activities.
- Please [click here](#) to see your responsibilities related to safeguarding

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Passionate about parks, your enthusiasm and up to date knowledge about green spaces will inspire and motivate others to take part and do things better.

You know there is an increased need to work with individuals, community groups, businesses and stakeholders to create and maintain successful communities. You know that engaging with communities and gaining volunteer support can be difficult given the complexities of day-to-day life but you're able to demonstrate how you've worked successfully with others, to develop and improve green spaces and increase active participation.

You have knowledge of what needs to be taken into account when making the spaces work better for our communities and ensure changes are sustainable. You have technical experience to design and implement landscape changes and understand the management and maintenance arrangements for this area.

You understand that monitoring and evaluation is key and have used performance indicators and assessments in the past to support changes.

You're an excellent communicator, good at building productive relationships and getting people involved. The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours, which will be assessed in the selection process:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. This role is at level 2. [Click here to find out more.](#) We expect you to work flexibly within your skills, knowledge, experience and grade of this job.

Person Checklist

- Able to produce, prepare and present technical reports.
- Detailed understanding of Green space agendas and sustainable programmes.
- Proven understanding of landscape development and management, and the principles of green space regeneration.
- Experience of working with large organisations, with managers and colleagues.
- Experience of managing projects, delivering outcomes to timescale and undertaking promotional activity.
- Proven experience of engaging successfully with diverse range of people on participation initiatives.
- Ability to use IT packages such as MS Word and Excel to maintain data and produce reports.
- Financial skills including experience of preparing and monitoring budgets and sourcing third party funding.
- Demonstrates understanding of health and safety and how it relates to this area of work to ensure safe systems of work are in place.
- Prepared to work outdoors in all weathers and to undertake a work pattern which will include some evenings and weekends and work on some bank holidays.
- Willing to undertake standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk.
- Accepts that an enhanced Disclosure and Barring Service check will be required.
- Travel is an essential part of this job and it would be extremely to do this job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence as you will be expected to use a council vehicle or your own car.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate in your application how you meet all the requirements of the Person Checklist