

# Group Leader – Parks, Environment and Greenspace

# Job Purpose:

As a Group Leader you will support the Operational Manager to manage a specialist 'function' within Environment and Greenspace and to drive forward Greenspace Management initiatives, the Council's corporate plan and shared outcomes. You will have a key role supporting and developing a strategic approach for your particular specialist area and be responsible for the management and development of staff within the activity.

The functions within Parks, Environment and Greenspace include			
Operational Delivery	Greenspace Development	Regulatory Management	
For	For	For	
<ul> <li>Landscape Maintenance</li> <li>Arboricultural management</li> <li>Landscape construction</li> <li>Play maintenance</li> <li>Woodland management</li> </ul>	<ul> <li>Parks Development</li> <li>Volunteer support and development</li> <li>Allotment and Land management</li> <li>Inspection regimes for Trees, Woodlands and Playable spaces</li> </ul>	<ul> <li>Civil Enforcement action including Parking</li> <li>Greenspace and Environment Waste enforcement</li> <li>Environment and Community Support</li> <li>Public Rights of Ways and Definitive Map Management</li> </ul>	

You will be responsible for ensuring that teams develop and deliver services which ensure safe, efficient and effective delivery of work outcomes working with and to support our communities.

You will support opportunities to improve areas and landscape, new ways of working, to develop strategic long term plans and the development of activities to support communities and benefit environments.

You will engage with customers, local businesses, schools, elected members and partner agencies, both internal and external to the Council to ensure objectives for service delivery and performance are met. You will need to regularly consult and engage to respond and meet demands; you will monitor performance but also lead projects and initiatives to implement changes, respond to changing requirements and for outcomes to be achieved.

You will assist the Operational Manager in the development of appropriate policies and procedures.

You will advise on and oversee the procurement, management and delivery of resource, this will include managing budgets, contracts and projects.

# Key Areas of Responsibility

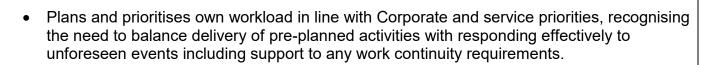
- Manage staff undertaking a variety of services. Work closely with your team, other services and with stakeholders to support service delivery, ensure communication and appropriately engage.
- Support the development of strategies for improved environments, use of facilities and increased community participation. Lead, research and manage projects and initiatives and represent the service in projects across the Council and with communities to develop and deliver outcomes.
- Proactively manage and identify areas for improvement, new ways of working and generating income. Provide reports, and present reports to appropriate decision making forums, including Senior Leadership Team, Executive Team.
- Provide technical expertise and guidance to manage your functional area, assess resource requirements, produce estimates, tenders, and manage budgets and to ensure the regulatory, legislation or operational functions for your area are undertaken effectively.
- Establish and maintain close working links with other Council services to optimise opportunities for joint working, promote diverse inclusion as well as community and 3<sup>rd</sup> sector inclusion to achieve sustainable services. This will include developing a commissioning approach for some activities to meet outcomes for residents, businesses and communities in Kirklees.
- Provide clarity on standards and communicate expectations.

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- Support staff to develop and engage to improve and support service aims. Support the formulation and implementation of training and service plans. Implement procedures as required for the management of performance.
- Ensure health and safety procedures are in place, areas of risk are identified and mitigation implemented, monitoring and review regimes are in place, and a focus on continuous improvement.
- Support the development of strategies for improved use of resources which also meet
  objectives of our corporate plan and agendas for reduced environmental impact. Lead
  analysis particularly related to resources requirements and procurement needs, ensuring
  long term strategies for sustainable waste management, low carbon and other green
  agendas are integral and promoted, as well as consideration of cost.
- Supporting the Operational Manager, deputising where required locally and regionally, liaising with key partners, community groups, senior management and other public service providers.
- Ensure management information systems are maintained; provide regular information to support analysis of performance and evidence communication.

### **Decisions**

• Responsible for day to day management and leadership of their team, including managing and inspiring team members, managing budgets and resources to meet performance and financial targets, and ensuring the team receive relevant training and development.



• Support to help deliver any extreme weather responses

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- Decision-making where difficult situations have emerged and have been elevated by team members, especially where there are health and safety, safeguarding, or financial implications. They would be expected to be able to make decisions on more complex cases and support others with this, however where the risks are significant or affect policy, they would be referred to the Operational Manager but the post holder would still expected to have a contributory role in shaping and developing appropriate course of action and reshape of procedure or policy.
- The post holder will be expected to have high levels of technical experience to ensure statutory and operational requirement for their function are met.
- Lead decision-making on how your function and teams within your functional area can best contribute to supporting the Council in delivering the Corporate Plan, through effective leadership, working with people, communities and partners and working in the most efficient and effective way.
- Required to support and advise Senior Management on the development of relevant policies relating to specialist function.
- Significant contribution to procurement processes to meet the requirements of your teams, for working within the Council's Financial Procedure Rules and procurement framework, ensuring robust, safe and cost-effective contracts are in place to support the development and to deliver services and projects.
- Represents the Service locally, representing the service at a variety of forums
- Please see your responsibilities related to safeguarding.

### **Resources – Financial & Equipment**

- Accountable for budget within your functional area. This will include expenditure and financial management of procurement and provision of transport, staffing costs, supplies and services and capital spend where available / appropriate. They will make decisions related to spend and programme works. E.g. Operational Management and Parks Development Functions post holder will be accountable for the expenditure from agreed budgets E.g. Capital Improvement programme for play areas. The Capital (Council and Grant) £ 1.5 m. The post holder will also assist in budget section Gross Revenue Expenditure £1.75m. Income £ 700k. Securing grants, contracts which support income generation normally in the region of 300,000 per annum.
- Accountable for ensuring high value contracts are in place in line with Financial Procedure Rules for both commissioned work and for contracts.



- Responsible for ensuring GDPR requirements are in place across the service, and reviewed as necessary.
- Produce and oversee the preparation of tenders and contracts, ensuring sound commercial acumen and robustness is demonstrated in formulation of specifications which attract and retain business and ensure compliance with finance and procurement rules. Bid for funds to secure funding to provide new or different services.

# **Work Environment**

# Work demands

- Regular requirements for report writing, producing documents such as briefing notes to be produced sometimes to short timescale with speed and accuracy will be requirement. The reports written can be lengthy with all or most of the working day being spent or several days in a row working on them, for example, options papers for senior management/cabinet. The planning of strategies takes significant time and input from specialist areas.
- Co-ordination of projects whilst ensuring appropriate resource and technical expertise and buy in to deliver outcomes.
- Influencing and managing work in a climate of stakeholder challenges, conflict and pressures from a variety of sources, including public pressure, clients and expectations from Councillors as well Heads of Service and Operational managers and work teams.
- High pressured environment, ensuring a range of statutory, voluntary, community lead or commercial services are delivered in a climate of competing demands, dealing with and seeking to resolve complex cases that have been elevated by your team, including dealing with and decision-making re safeguarding and health and safety issues.
- Dealing with conflicting demands and frequent interruptions to provide advice, suggestions, some require immediate responses, regular deadlines, medium and long-term deadlines, and support team members to deal with similar demands.
- Analysis and production of performance management reports whilst also dealing with interruptions to provide advice/suggestions.

# **Physical demands**

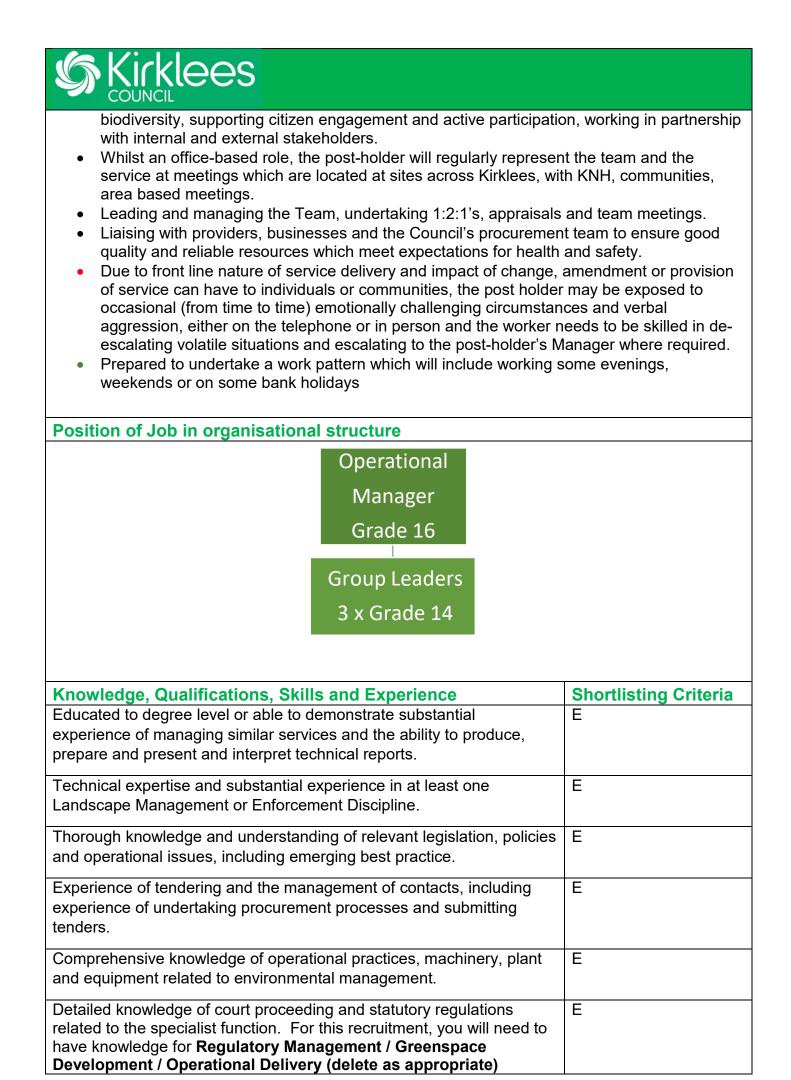
- Based in an office environment but required to attend meetings with services, internal Council services and external agencies within Kirklees and occasionally beyond.
- Considerable time spent working on a PC / laptop, encouraged to work in a mobile and agile way.

# Working conditions

- Office environment for 75% of the time.
- When attending meetings which may be located at sites across Kirklees, they will need to ensure they wear appropriate PPE, be aware of hazards which may be environment or people related.

### Work context

- Lead, motivate and inspire staff and partners to meet objectives.
- Working as part of the management team for Parks and Environment supporting policy development as well as operational delivery including for other Council services as required. This includes:- supporting working towards carbon neutral targets, increasing



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Experience of managing large budgets, making decisions on budget spend and reporting on financial performance.		E		
Experience of managing and leading a diverse tea workers, embedding performance management sta delivering quality services	E			
Experience of successfully providing services focu need, whilst effectively managing customer expect	D			
Ability to lead and deliver change effectively.		E		
Competent in the use of IT and must have excellent communication skills to produce reports and provide presentations.		E		
Knowledge of safeguarding principles and the imp safeguarding approach.	E			
Competent in the use of IT and must have excellent skills to produce report and provide presentations.	E			
Knowledge of safeguarding principles and the importance of a robust E safeguarding approach.				
Proven ability in project management, problem-sol solutions and working with others to manage and o	E			
Behaviours and expectations				
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:				
Positive				
<ul><li>Honesty</li><li>Respectful</li></ul>				
Flexible				
<ul><li>Communicative</li><li>Supportive</li></ul>				
We also expect you to promote and role model the Council's Expectations of a Council employee within the organisation. This role is at level 3. Find out more about the Council's <u>Behaviours and</u> <u>Expectations</u> .				
General Information				
See your responsibilities related to <u>Safeguarding.</u>				
<ul> <li>Able to occasionally work unsocial hours.</li> <li>Driving licence or able to travel independently across Kirklees.</li> <li>DBS check required.</li> </ul>				
	ast updated: 14.08.20 <sup>°</sup>	19		
This Job Profile is intended to provide an understa	nding and appreciatior	n of the responsibilities of		
this particular job. It is not possible to specify every detail and we expect you to work flexibly				
within your skills, knowledge, experience and grade of this job.				