

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Executive Directors Department
<b>Division:</b>	Environment
<b>Post No &amp; Job Title:</b>	T192 & T69– Environmental Development Officer
<b>Grade:</b>	Grade 7
<b>Responsible to:</b>	Conservation and Green Spaces Development Manager – T191
<b>Main purpose of the job:</b>	To assist in the development and usage of the Councils parks, green spaces and water courses in line with the Council's corporate objectives. To deliver projects and maintain Council green and blue assets to an appropriate standard

### **Main Duties and Responsibilities:**

#### **Projects and Infrastructure**

1. Design and procure contract works to deliver play area redevelopment and landscaping projects. Undertake the preparation of funding bids, contract documents, certification of payments, compliance with specifications and Health and Safety legislation, measurement and production of record drawings.
2. Lead on projects regarding the green and blue infrastructure to implement improvements in line with the strategic objectives of the Council.
3. Assist in the production of Council strategic documents in partnership with outside bodies and Council officers. This will include changes to the Green Infrastructure Strategy and revised policies for allotments.
4. Undertake site specific risk assessments and manage the Council's Structural Assets Register performing cyclical inspections of parks and green spaces, structures, watercourses and recording any findings. Ensure that any defects identified are addressed and necessary works are complete.
5. Produce reports, press releases and other publicity items relating to the work of the team.
6. Design and plan seasonal bedding schemes, shrub/tree planting schemes and other soft landscape works. Tender for, order and undertake quality control of plant material. Promote the seasonal bedding sponsorship scheme, negotiating with potential sponsors to generate external income.
7. Manage the day to day running of direct let allotments, setting up tenancy agreements, inspecting plots, terminating agreements and liaising with

associations. Maintain the allotment tenant database. Collect income from new tenants. Promote the biodiversity opportunity of allotments.

8. Manage bookings on parks and recreation grounds. Communicate requirements to maintenance teams and liaise with the external contractor providing attendant cover to ensure facilities are fit and available for play. Liaise with the Property Services team with regards to building maintenance.
9. Manage the outdoor catering tendering process at parks and open spaces to generate external income.
10. Assist with monitoring the playground inspection reports and routine maintenance and improvement works.

### **Climate Change and biodiversity**

11. Undertake the management of biodiversity/nature conservation and nature recovery strategies relating to drainage assets, blue infrastructure, parks, green spaces and allotments.
12. Act as the Council's advocate for the blue infrastructure and work with third parties such as Nottingham County Council, Environment Agency and riparian owners with regard maintenance, management, flood risk and funding opportunities.
13. Manage, monitor and develop the blue infrastructure in relation to flood risk, nature conservation and biodiversity. The work will also entail developing Sustainable Urban Drainage Systems (SUDS) in terms of their status and importance for nature and biodiversity.
14. Developing operations that are part of the Green Futures programme. This will include looking to develop and manage the parks and green spaces to increase their biodiversity value.
15. Work to enhance and extend the Green Corridors to link together strategic wildlife routes across the Borough and County.
16. Undertake an annual audit of the blue infrastructure owning any issue identifying to ensure issues are resolved.

### **Partnership Working**

17. Develop partnership working with residents and stakeholders to influence behaviour change to create awareness around biodiversity and environmental based themes. Identify opportunities to develop collaborative working with Friends Groups, Parish Councils, Environment Agency, Nottinghamshire County Council, Environmental Groups, Community Clean Teams and Schools.
18. Encourage, negotiate, advise and influence riparian owners with regards increasing biodiversity and maintenance of blue assets. This will require the engagement and management of complex and difficult stakeholder relationships.
19. Develop and deliver presentations and educational based activities to schools and community groups on environmental based themes.

20. Identify opportunities to support and develop partnership projects to maximise the public amenity and biodiversity value of Council sites. Assist in the commissioning of feasibility studies, production of project strategies and final project management. Seek funding to deliver projects.
21. Advise and liaise with the planning section with regards to landscaping schemes submitted as part of planning applications.
22. Organise monthly meetings with parks attendant contractor, ensuring an efficient and effective service. Provide training to new attendants at the induction day. Monitor performance throughout the season.

### **ICT, Drawings and Graphic Design**

23. Produce AutoCAD drawings for the section using relevant software. This includes concept design together with adaptation of drawings produced by others.
24. Prepare plans for reports, management plans, contract documents and landscape projects using GIS technology.
25. Update the digital records of the Council's environmental assets, e.g. parks, green spaces, drainage, structures.
26. Ensure the effective and efficient use of ICT systems that support the delivery of services, this will include Meritec and Civica Financials.

### **General**

27. Investigate and resolve general complaints and enquiries
28. Assist in the production of strategic documents, reports, preparation of estimates, annual budgetary requirements and programmes and input into the section's business plan.
29. Undertake specific projects as determined by the Conservation and Green Spaces Development Manager.
30. Undertaken relevant training courses and keep up to date with industry related practices.
31. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of Post Environmental Development Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.