

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Green Spaces Strategy Lead	JEID	
Salary Grade:	M		
Team:	Infrastructure and Sustainable Communities		
Service Area:	Communities Directorate		
Primary Location:	Barrack Street Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner, Green Spaces and Rural Economy		
Responsible for:	n/a		

Role Purpose

Development and implementation of the Council's commissioning intentions and approaches to green spaces.

Coordination of decision-making and delivery of relevant activities, such those related to increasing public health, income creation and/or education outcomes, including the major cycling events in the county and events at Country Parks and other Council assets.

Role Responsibilities

- Create a cohesive approach and commissioning intentions for the Council in relation to the delivery of outcomes through green spaces.
- Analyse (and where necessary commission the development of) relevant sector data, historic performance data and other sources of insight to inform the approach and commissioning intentions.
- Coordinate activity across Council teams and with external partners to shape the commissioning intentions.
- Support the identification and development of long-term commercial and income-creating opportunities (including those that also deliver other priorities) for the Council's Country Parks, and feed these into the creation of both the green spaces commissioning intentions and the Country Parks Strategy. This will include the development of funding and investments bids and

may require close working with other Council teams or external partners.

- Support the implementation of the approved approach and commissioning intentions across the Council and its partners, including relevant activities and events at Country Parks and other Council green space assets.
- Devise and implement a review process to collect internal performance data and key performance metrics, feeding this as appropriate into corporate reports.
- Work with external partners to influence their decision-making around green space policy and activities, including the hosting/delivery of major events and programmes, in support of the Council’s commissioning intentions.
- Ensure full business cases, including resource implications, are created to support decisions, including those made by senior officer/Member decisions, and support the governance processes required.
- Organise and coordinate the Council’s activities in relation to major cycling and similar events in the county, including achievement of approved budgets for hosting and activation activity.
- Develop appropriate policies and plans in relation to the Council’s climate change and environmental agendas that coordinate with the green spaces commissioning intentions.
- Support the development and implementation of the Country Parks Strategy.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to graduate level in a relevant discipline (e.g. Environmental Studies, Public Health, Business Studies) or substantial experience (at least 3 years) working in a similar role involving strategy development, project management and significant partnership working.	A/D/I
The ability to demonstrate a high degree of complex problem solving.	I/A
Strong communication skills (written & verbal) including an ability to present complex information succinctly and persuasively to a range of audiences.	I
The ability to work under a high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	I/A
Experience of developing and implementing significant policies/practices which impact across wide-ranging areas of the organisation.	I/A
Experience of business case development, including the creation of a broad, well-evidenced research base and a cohesive compelling narrative to lead to optimum decision-making.	I/A
The ability to develop plans and solutions through the introduction of original/creative thinking or problem solving, and to influence others to implement those solutions.	I/A

The ability to demonstrate strong and effective negotiating and influencing skills with a range of local and national partners, stakeholders and government departments to secure demonstrable benefits to the Council.	I/A
Experience of working with a commercial mindset in the public sector, to identify opportunities that are in step with broader aims.	I/A
Experienced in writing complex committee reports, strategies and briefings for members and senior officers	I/A
Good IT skills, including project management tools, Word, Excel & Powerpoint, and & social media/marketing applications and practices.	I/A
Ability to travel throughout Warwickshire	A/D

Desirable Criteria

Assessed By:

Direct experience of working on relevant policy area.	A/D
Programme or project management qualification such as Prince 2/ Managing Successful Programmes (MSP).	A/D
Experience of working in a local government or public sector environment.	I/A/D
Experience of delivery of major public events, including budget management to maximise outcomes.	I/A
Experience of creating and applying methodologies to collect, analyse and learn from performance metrics relating to strategies.	I/A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving

people (including pupils) or objects	own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
X Other (please specify):	Occasional attendance at public meetings during the evenings, lone travel to/from meetings.