



JOB DESCRIPTION

Commissioning Officer (Parks & Open Spaces)

Service area:	Environmental & Leisure Services
Reports to:	Head of Environmental & Leisure Services
Responsible for:	N/A
Location:	Leek and Buxton / Agile Working
Work flexibly between various locations:	Yes
Grade:	AG5
Salary range:	20-24 £31,586 to £34,314 per annum
Car driver:	Yes
Essential/casual:	Essential

JOB PURPOSE

- To lead effective and efficient commissioning of a range of services and facilities relating to parks and open spaces, horticultural services, grounds maintenance and countryside parks to ensure these services meet the strategic outputs of both Councils

JOB DUTIES

- Work with the Head of Service, Principal Commissioning Officer and Senior Strategy & Partnership Leads and wider colleagues to commission services and facilities which increase usage (visitor numbers) satisfaction, customer experience, performance and which maximise efficiency opportunities to the key areas of operation.
- Assist with the development and monitoring of parks/open space strategies, park management plans, by working collaboratively with service providers, contractors, voluntary and community groups to deliver high quality outcomes.
- Help deliver projects that contribute to parks, open spaces and climate change objectives which may include such things as reviews of mowing/maintenance regimes, implementation of biodiversity projects and encourage innovative thinking which maintains or enhances the standards our parks and open spaces.

- Implement robust systems and processes to effectively monitor the performance of the Council controlled companies and operational contractors and suppliers, to ensure parks and open spaces are maintained to a high standard.
- Maintain accurate records of and process payments/grant funding to contractors or external partners, generate internal charging vouchers and raise invoices for income generation as instructed.
- Support the development of new partnerships for the delivery of parks, open spaces and other related horticultural services such as Friends of the Park groups or other themed interest groups.
- Assist in the production and presentation of progress reports, committee reports, equality impact assessments, specifications or contract documentation, risk assessments, and any other related written documentation as requested.
- Act as representative for the Alliance and Environmental and Leisure Services at meetings with internal and external stakeholders ie service users, wider Council service areas, clients, consultants, contractors and other working groups as necessary.
- Maintain an awareness of any new and pending legislation, Government guidance or policies, systems, products in relation to parks and open space, grounds maintenance and horticultural services and support with the implementation of any subsequent changes in operation as and when required.
- Lead on the investigation, collation of information and resolution of customer enquiries, complaints and freedom of information requests where required.
- Carry out such other duties as associated which the Head of Environmental & Leisure Services, Principal Commissioning Officer or the Senior Strategy & Partnerships Leads may require to ensure the efficient and effective running of the service.

CORPORATE RESPONSIBILITIES

- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.

- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations. Driving licence and access to a vehicle.
Working Patterns	Hours of work as agreed with the line manager. Office based primarily, with travel and attendance at external events/meetings as required.
Working Conditions	Office based with travel to Alliance locations / agile working (where applicable)
Resources Staff/Finance	Not applicable.
Physical	Working to planned priorities
DBS	No