

PERSON SPECIFICATION

Commissioning Officer (Parks & Open Spaces)

Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>A level qualification in a relevant discipline or equivalent relevant experience.</p> <p>Detailed knowledge of parks and open spaces, horticultural services and grounds maintenance related areas of activity.</p> <p>Detailed knowledge of contract monitoring practices/procedures.</p> <p>Driving licence and access to a vehicle.</p>	<p>Degree level qualification in a relevant discipline or equivalent relevant experience.</p> <p>A background in Council Services.</p> <p>Membership of an appropriate professional body.</p>	Application/Interview
Experience		
<p>Practical experience of delivering improvements to parks and open spaces, grounds maintenance and other horticultural services.</p> <p>Practical experience of Local Authority contracts, monitoring and reporting mechanisms including the preparation and monitoring of resources.</p> <p>Practical experience in report writing, specification preparation and the development of policies, strategies, service or management plans.</p>	<p>Experience of Local Authority services, policies and procedures.</p> <p>Experience of challenging, constructively and clearly, and of improving poor performance.</p>	Application/Interview

<p>Experience of developing positive internal and external networks/partnerships to achieve specific objectives.</p> <p>Experience of delivering continuously improved services that have the customer at the heart of all activities being delivered.</p>	<p>Experience of working corporately to achieve positive customer and organisational outcomes</p> <p>Evidence of contract management related CPD.</p> <p>Experience of managing internal/external funding, including bid writing/securing funding.</p>	
Skills and competencies		
<p>Demonstrable team working, partnering, IT and communication skills.</p> <p>Ability to provide professional pragmatic solutions to deliver continuously improved service delivery.</p> <p>Able to work in collaboration to support cross service working.</p> <p>Strong advocacy skills.</p> <p>To have a positive attitude at work and create a positive atmosphere.</p> <p>Able to provide innovative solutions and alternative delivery methods to improve service delivery.</p>	<p>Higher level IT skills.</p> <p>Good organisational and administrative skills.</p> <p>Understanding of the range of services provided by Staffordshire Moorlands District Council and High Peak Borough Council.</p>	Application/Interview
Physical, mental and emotional demands		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p>		Application/Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.