

FALKIRK COUNCIL



Job Profile

Job Title:	Green Network Development Officer
Reporting to:	Green Network Team Leader
Responsible for Line Management of:	No Management Responsibility
Your Job is to:	To lead the development and delivery of projects and support policies and long-term programmes that enhance, protect and sustain the council's parks and open spaces. Provide strategic input to management plans, investment priorities and service standards, ensuring statutory compliance. Work with partners and communities to secure funding, drive innovation and deliver climate-resilient green spaces that meet organisational and environmental objectives
Grade:	H
What you will do :	
Job Specific Tasks	
1. Oversee operational, contractor and community-delivered works, ensuring adherence to statutory duties, policies and quality standards. 2. Monitor grounds-maintenance performance to ensure services meet required safety, quality and compliance levels. 3. Plan and deliver green network management programmes that improve parks, support ecological enhancement and address climate-resilience. 4. Prepare technical drawings, tenders and specifications; procure services; evaluate bids; and manage projects through to completion. 5. Develop compliant open-space improvement projects aligned with local standards, legislation and service priorities. 6. Provide technical advice to planning colleagues on open-space provision, standards and financial contribution requirements. 7. Build positive relationships with communities, partners, and elected members, representing the Council at meetings and engagement activities, and acting as the first point of contact for public and Councillor complaints. 8. Lead community consultation on open-space improvements and communicate outcomes clearly across multiple channels. 9. Identify and secure external funding; manage project budgets; and ensure accurate monitoring, reporting and financial governance.	

10. Promote and uphold health and safety standards by applying safe working practices and exercising sound professional judgement.

Job Demands

1. You will be office based with travel between locations.
2. You will be required to plan and organise your own workload.
3. You will be required to contribute to development of plans and strategies.
4. You will be required to deal with conflicting priorities and deadlines.
5. You will contribute towards managing a budget.
6. You will delegate and allocate work to others.
7. You will have excellent written and verbal communication skills.
8. You may be required to interact with demanding/angry individuals.
9. You will be required to resolve matters where individuals do not agree with decisions made by the Council
10. You will be required to hold a driving licence.
11. You will be required to provide advice, guidance or personal services to individuals or groups
12. You will contribute to the design and development of your area of responsibility
13. You will be responsible for the development and management of information.
14. You will contribute to the tendering process for your designated area.
15. You must be mobile throughout the Council.
16. You will be required to use your own initiative.
17. You will be required to exercise sound professional judgement.
18. You will occasionally be required to work out-with normal office hours.
19. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • HND in HND in relevant area or equivalent experience		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Presentation skills • Organisational skills • Analytical skills • Problem solving skills • Attention to detail • Relevant experience is required. • Experience working as part of a team. • Ability to organise competing demands. • Experience using MS office packages.	• Report writing skills • Significant experience is required. • Project Management experience. • Experience of relevant legislation. • Experience in data protection legislation. • Experience in current Health and Safety regulations and procedures. • Experience following national guidelines. • Experience in managing a budget. • Experience in working in Public Sector or political environment. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Experience working in a community setting. • Gaelic language skills	Application Form Interview Qualification
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview