Recruitment Profile

Post number	12126
Position title	Parks and Environment Manasger
Grade	12A
Department	Place
Location	Council Headquarters
Salary/Rate of Pay	69571.66 - 72765.41 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	130
Reports to post number	4
Registration requirements	None
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	None
Political restrictions	No
Role profile number	DCIM 2S
Business World post status	Permanent
Work pattern	Mon-Thurs - 0900-1700 Fri - 0900-1600
Vacancy number	SBO10554
Closing date	06/12/2026

Role purpose

The post holder will lead and manage the Parks & Environment Service in the delivery of vital services at a strategic level through developing and implementing progressive transformational programmes that support the Council's priorities and objectives.
These Services encompass;
Parks and Greenspace management
Grounds maintenance
Bereavement Services
Street cleansing, litter and fly tipping
Public toilet provision
Tree and woodland management
Allotments and community food growing
Play Park investment and management

The postholder will identify, develop and implement service change innovation and transformation alongside environmental sustainability, commercial opportunities, digital transformation, community empowerment and service innovation ensuring the effective use of resources, maximising external funding and income generation opportunities, and delivering high-quality, customer-focused services that provide best value for the Council and its communities.

Recruitment Profile

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Educated to degree level in a relevant discipline or evidence of comparable experience and training. Membership of relevant Chartered Institute or equivalent or must be obtained within agreed timescale on appointment. Continuing professional development A current driving licence and use of a vehicle is an essential requirement of this post. *	Degree or postgraduate qualification in a management related or business related discipline
Skills, knowledge and competences	The Council has identified the following core areas of essential competence for all managers: Working together Performance Great Service Diversity Communication Change Awareness of service areas covered by this post. Ability to apply innovative thinking and judgment to initiate and support change, to take action, to meet targets and achieve desired outcomes. Sound knowledge of performance led business planning processes and ability to establish targets and performance measures analyse performance and drive improvements in the service. Proven skills in successful negotiation with the public, other professionals/sectors and with other local authority services. Excellent written and oral communication skills, including report writing and effective presentation of complex issues to a wide audience. Effective Leadership and the demonstrable ability to effectively delegate work responsibilities. Ability to analyse and successfully	Degree or postgraduate qualification in a management related or business related discipline

	present complex information to a wide audience. Sound knowledge of effective project management techniques. Ability to promote the service to a wide range of organizations and interests. An understanding of the key issues facing local government.	
Experience	Extensive management experience in four or more services encompassed within the role. Experience in Delivery of corporate Sustainability programmes Extensive experience as a line manager at a senior level in a relevant service, including evidence of successfully managing staffing issues, including recruitment and appraisal. Considerable experience and knowledge of Health and Safety requirements in a relevant environment. Sound experience of financial planning, analysis and control of major budgets. Demonstrate an understanding of the political environment. Sound experience and excellent understanding of Contract Management, Procurement regulations and Health and Safety regulations. Good understanding of Customer Care Issues, particularly in relation to the service. Understanding of the contribution of digital transformation can make toward efficient/effective service delivery. Considerable experience of presenting complex information to a wide range of audiences. Previous involvement in developing business services, including objective setting, performance monitoring. Local Government experience. Experience of planning and project management.	A commercial outlook or experience in the private sector.
Other	Customer-focused Ability to manage conflicting demands, meet deadlines and work	The ambition and drive to motivate and work with others in an enthusiastic and

	as part of a team. Ability to work logically, methodically and analytically. Commitment to team work as a means of goal achievement. Ability to motivate / inspire Ability to think strategically and contribute to strategic development Flexibility to deal with change. Honesty, Openness and Integrity. Accuracy and attention to detail. Personal resilience and ability to manage competing priorities in a high pressure environment. An understanding of the needs of different service users/community interests and how to deliver the service fairly to all. Tact, diplomacy, creativity and political awareness/sensitivity. Self-motivation, confidence, tenacityand enthusiasm A commitment to Continuing Professional Development, with evidence of recent courses undertaken.	determined way to create a flagship service.

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

To ensure the effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

Recruitment Profile

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.