

# Job Description

## POST IDENTIFICATION

<b>Post Title</b>	Parks and Recreation Team Manager				
<b>Grade</b>	Text here	<b>Job Evaluation ID:</b>	Text here	<b>Date Evaluated/Reviewed</b>	Text here
<b>Service Area</b>	Streetscene & City Services				
<b>Service Team</b>	Environment and Leisure				
<b>Responsible to</b>	Environment and Leisure Manager				
<b>Areas of Responsibility</b>	<ul style="list-style-type: none"><li>• Parks and Cemeteries management</li><li>• Sports pitch and facilities management</li><li>• Ranger service</li><li>• Cemetery Development</li><li>• Section 106 for recreational development and leisure planning responses</li><li>• Allotments and TPO function</li><li>• Newport Live Interface</li></ul>				
<b>Number of staff responsible for</b>	21-49	<b>Political Restricted Role</b> <i>(refer to special conditions section)</i>	Yes	<b>DBS Required</b>	No
<a href="#">Job Evaluation Proforma</a> (to be completed by a manager only when creating a new job or amending an existing role)					

## JOB PURPOSE

Responsible for the overall management and development of Newport City Councils parks, cemeteries and recreational space including teams and individuals directly associated with the function, maintenance and protection of these sites.

To develop and implement improvements and enhancement programmes to support the long term availability of the sites whilst achieving maximum public benefit.

To liaise with other team managers to ensure efficient use of resources and achieve best practice in delivery of an outdoor recreation service across the service area.

To be the key liaison point for all matters relating to formal recreation sites across the city.

## KEY RESULT AREAS

1. Budget management - To allocate, monitor and control the devolved budgets applicable to this post.
2. To assist in formulating and delivering a strategy for the service area, in conjunction with the other Streetscene managers, providing direction through market and technology research, asset assessments and financial, technical and legislative business plan appraisals, ensuring the direction of resources to areas of greatest need and continuous improvement.
3. To ensure effective performance monitoring and evaluation of action plans and other initiatives relating to the service team and to oversee the performance indicators detailed within these areas, collating and managing all the data needed for accurate monitoring processes.
4. To produce risk assessments, method statements, safety audits, COSHH assessments and accident investigations for all work activities undertaken within the service team. Ensure so far as is reasonably and practicable, the health, safety and welfare of all employees and the public where appropriate, under the post holder's supervision.
5. People Management - To provide consistent leadership, advice, support, guidance and consultation to staff as required. To be responsible and accountable for the management of all employees within the team in accordance

with Council policies and procedures.

6. Efficient and effective discharge of the Council's statutory obligations and all other relevant legislation, policies & procedures, maintaining such records and accounts as may be required by the Council.
7. To actively promote council services and to contribute to the maximising of additional external income from other departments and appropriate external sources to the benefit of the service.
8. To motivate and develop staff, planning and identifying staff development needs.
9. To be responsible for the delivery of services relevant to the service area, including new activities and specific projects, to the appropriate levels of quality, to programme and within budget, in accordance with planned benefits, operational specification and programme governance arrangements. This will include writing reports to present findings, proposals, action plans etc. as needed, and supporting the service delivery by undertake investigations in to service or staff related issues.
10. Making effective use of the different management systems within Streetscene and Council wide, including the use of digital platforms and technology relevant to the service area. Maintain an up to date knowledge of relevant research and development advancements in area of expertise.
11. To act as a point of contact for issues linked to the service area and provide support and advice to relevant agencies, external and internal organisations/stakeholders and the community at large.
12. To work alongside other team managers within the different service areas to ensure all the activities contribute to meet Streetscene's objectives in line with the Corporate priorities.
13. To maintain expertise in contract law, tendering and specification preparation in accordance with current Procurement and contract legislation. To engage, and manage external specialist contractors/consultants to supplement service area and delivery of services.
14. Represent the Authority in courts of law in relation to statutory defence against 3<sup>rd</sup> party claims.
15. Represent the authority at public enquiries in relation to the service area responsibility.
16. To Deputise in the absence of the Service Manager, and attend in support of, or as a representative of, the Service Manager at Council meetings, project groups and outside bodies relevant to the duties of the post.
17. Prepare and present reports to Performance Boards, Cabinets, Scrutiny Boards and committees as required by the Service Manager.

*This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.*

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold a recognised qualification in an appropriate discipline at a minimum of Degree level or equivalent</li> <li>• 5 GCSEsC or above</li> <li>• Hold a current, full, UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• ILM Level 5 Management or equivalent</li> <li>• BTEC level 3 Playground safety inspection operations and maintenance</li> </ul>
<b>Knowledge</b>	<p>Extensive knowledge of the role specific legislation, statutory duties, codes and practices, health and safety and conditions of contracts</p> <ul style="list-style-type: none"> <li>• Knowledge of premises management requirements and statutory duties</li> <li>• Knowledge of the role specific functions such as city drainage systems including waterways, reens, culverts and storm</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH managing safety or equivalent</li> </ul>

	<p>systems, winter maintenance, waste management</p> <ul style="list-style-type: none"> <li>• Knowledge of Local Government services and Streetscene service delivery</li> <li>• Knowledge of computer software packages</li> </ul>	
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Proven experience of managing the service specific function</li> <li>• Proven experience in establishing and maintaining a performance orientated culture</li> <li>• Experience in managing a reactive and responsive service</li> <li>• Effective experience in project management and a working knowledge of its methodologies</li> <li>• Experience in Duty Manager and emergency incident response management</li> <li>• Significant experience in managing large workforces and ensuring the delivery of key services.</li> <li>• Experience of adherence to legislation and health and safety</li> <li>• Experience in preparation of specifications and documentation in accordance with EU and other legislation</li> <li>• Experience in managing large and extensive budgets, including identification and securing funding.</li> <li>• Experience of working in a setting similar to Local Government and advising Members and Officers on complex issues.</li> <li>• Experience of using computer packages to be able to support the role</li> </ul>	<p>Click here to enter text.</p>
<p><b>Aptitude &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Have the ability to manage complex and responsive services, developing and immediate solutions to ensure the City's competing demands are met.</li> <li>• Ability to lead, motivate and develop staff and stakeholders in a performance focussed culture</li> <li>• Ability to represent the Council at all levels in relation to the posts area of responsibility.</li> <li>• Ability to communicate confidently and effectively to a wide range of colleagues , stakeholders and partners and maintain positive working relationships</li> <li>• Be able to set priorities, managing the progress of your own and others work in often competing demand environments.</li> <li>• Possess excellent computer skills and demonstrate ability to use technology to improve business effectiveness</li> <li>• Proven abilities in the development of business cases, implementation of new schemes and new services</li> </ul> <p>Analyse strategic information, setting objectives and targets, reviewing</p>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and to lead a team whilst managing a high work load</li> </ul>

performance and evaluating outcomes to develop effective services

## EXPECTED BEHAVIOURS & VALUES

- Provide strategic direction to manage the performance of teams. Role model performance management, identify and develop talented people. Take strategic perspective to identify the capability needs of the department, now and in the future.
- Seek out opportunities for innovation including use of technology and implement their use for managing and delivering services.
- Lead from the front, ensuring visibility, communicating in a straightforward open way. Build a strong network of collaborative relationships internally and externally
- Pursue unpopular initiatives and plans if they represent progress and the 'right thing to do'. Continually reinforce a culture of inclusive decision making and shared leadership
- Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

## Equal Opportunities

### Equal Opportunities

Understand and demonstrate a willingness to promote positively the [Strategic Equality Plan](#) of Newport City Council

## Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

### Welsh requirements for this post (see [Welsh Language Skills Assessment](#) for skill levels)

Listening / Speaking Skills	1	Writing Skills	0	Reading / Understanding Skills	0
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## Special Conditions

### Disclosure & Barring Service Disclosures

Not Applicable

### Politically Restricted

The post you are applying for is politically restricted under the provisions of the Local Government and Housing act 1989. If you wish to receive further information about politically restricted posts e-mail [human.resources@newport.gov.uk](mailto:human.resources@newport.gov.uk)

### Other (including physical demands and working conditions)

The postholder will be required to work out of core hours at times in the delivery of the Streetscene maintenance service at evenings and weekends, sometimes in extreme weather conditions .

The postholder will be required to participate in the Streetscene out of hours Duty Officer callout system for which additional remuneration will be paid.

The postholder will be required to represent the service at neighbourhood ward meetings when requested

## Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit [www.newport.gov.uk](http://www.newport.gov.uk) or click [here](#)