

PART 2 - Role Profile



Role Profile

Job Title: Park Manager – Lochore Meadows

Reference No:	A5791		
Service:	Communities and Neighbourhoods		
Job Family:	Professional	Grade:	FC9

Purpose

Reporting to the Service Manager, oversee the effective management, conservation, and enhancement of park staff, facilities and natural resources, ensuring a safe, welcoming, and enjoyable environment for all visitors. This includes responsibility for managing the allocated budget to support service delivery and resource sustainability.

The Park Manager will lead efforts to promote environmental stewardship, community engagement, and sustainable practices, while coordinating with staff, volunteers, and external partners to deliver high-quality recreational and educational experiences for visitors to Lochore Meadows Country Park.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Lead the development and delivery of integrated land-management strategies that balance conservation priorities with farming, forestry, and wildlife-management needs.	Educated to SCQF level 9, which includes degree or equivalent.	✓	
	Knowledge of countryside management, access and relevant legislation(e.g. Land Reform (Scotland) Act).	✓	

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Apply expertise in both contemporary construction and archaeologically important structures to guide maintenance, conservation, and development decisions.	Possess a knowledge of modern building practices and an interest in the preservation of historic structures.		✓
Lead and manage a team of staff and volunteers to deliver a high-quality visitor experience, in an efficient and cost-effective manner, to manage staff work programme, ensure staff and external contractors adhere to health and safety requirements.	Considerable experience in management, working with staff in various disciplines and with volunteers and outside contractors.	✓	
	Experience of coaching, team development, communication, and motivation.	✓	
	Experience of staff recruitment, retention and development is an important part of this role as is maximising the roles performed by staff.	✓	
	A working knowledge of computer programmes including e-mail, word and excel.	✓	
	Experience of using digital communication channels to engage customers and stakeholders	✓	
Manage the visitor centre, oversee the café concession arrangements and maximise revenue generation opportunities. Manage the allocated budget to support service delivery and resource sustainability. Be responsible for the visitor experience ensuring quality assurance standards and procedures are properly monitored and achieved, investigating and resolving customer complaints where required. Undertake extensive marketing of the Country Park, developing and implementing appropriate systems to collect and analyse data on income and visitor numbers and patterns for the purpose of assessing	Experience of identifying and developing opportunities to enhance service sustainability, visitor experience and income generation.	✓	
	Proven experience in budget management, including planning, monitoring, and controlling expenditure to ensure efficient service delivery and long-term sustainability of resources.	✓	
	Experience of promoting services, facilities or destinations to enhance visitor engagement and customer experience.		✓
	Experience of developing and improving visitor, recreational or community focused services.		✓

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current quality of service provision and methods of delivery. Be able to analyse and evaluate results and report on them. Event management - Lead the strategic planning, development and delivery of a programme of events within the Country Park, ranging from small-scale community activities to large-scale public events. - Work with internal services, external partners and event organisers to maximise participation, enhance visitor experience, and support the financial and reputational sustainability of the Park.	Managing and supervising events from conception to completion. Experience of planning and delivering events within appropriate legislative, regulatory and organisational frameworks.		✓ ✓
Contributing to the production of regular briefings for staff, elected members, stakeholders and other parties to ensure that developments are adequately communicated and understood including drafting and submitting of appropriate report	Experience of working with elected members and stakeholders within a political environment Presentation skills		✓ ✓
Health and safety compliance - Take a lead role in ensuring compliance with all relevant health and safety legislation, corporate policies and professional standards across the Country Park. - Responsible for establishing, implementing and monitoring robust health and safety management arrangements, including risk assessments, safe systems of work, incident reporting and investigation, and regular audit and inspection regimes. Identifying and managing the delivery of planned maintenance, capital programming needs, ad-hoc maintenance / repair requirements, monitoring costs including and advising the senior management accordingly. Co-ordinating the works with the relevant teams and operation of the relevant MIS systems. Undertaking regular and random management audits and inspections across the area to check level of performance and compliance against required standards, legislative requirements, team targets and operational needs.	Knowledge of health and safety legislation and experience of ensuring safe operational practices within a public facing environment. Health and safety qualification (e.g. NEBOSH) or equivalent.		✓ ✓

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Advise and support policy and strategy development	Lead and deliver on Park Development Plan and engagement with local community and wider Park users and any groups associated with supporting the Park Proven experience of dealing with a wide range of stakeholders Skilled at spotting challenges and translating them into actionable documentation to guide smart resource deployment Ensuring agreed policies, procedures and systems are in place including use of facilities, IT systems, quality controls, security and key holders, booking procedures, health and safety requirements, property maintenance records, and staff rotas	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.