



Role Profile

GREENSPACE PARTNERSHIP OFFICER				Purpose			
Reference No.	AA812	Type	Individual	To support the Community Projects Manager through the audit of Green & Play spaces and the development of a Greenspace & Play space Strategies through association with Fife Council's community planning partners, providing links with other associated strategies and advising on the future provision and maintenance of green & play spaces throughout Fife.			
Service	Communities						
Job Family		Grade	FC7				
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
Identify and categorise all parks and green spaces into appropriate group (PAN65).				Educated to SCQF level 9, which includes a Degree in Landscape Architecture or Amenity Horticulture or equivalent		√	
Prepare and update existing Parks database to hold all quantitative data relating to parks and green spaces.				Ability to display relevant significant experience		√	
Identify and quantify all green spaces out with Fife Council control and collate onto database.				Computer literacy with sound working knowledge of all Microsoft applications and GIS systems		√	
Coordinate evaluation of each defined open & Play spaces and provide a qualitative assessment of each site within the prescribed categories as identified by Fife Council.				Ability to prioritise workload		√	

E = Essential Criteria D = Desirable Criteria

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Coordination of Identifying and collating data on each site within defined access zones.				
Collate the various elements of Greenspace & Play space data and provide evaluation for inclusion in Strategy.	Assessment and interpretation of all relevant Government and Fife Council policies, strategies and advice notes relating to green spaces	√		
Identify the key issues and sections to be included in the Greenspace & Play Strategy.				
Assist in the development of the draft documents and strategies.				
Coordination to prepare and provide photographic and interpretive data to support the strategy.	Photography and visual aids skills		√	
Collate, evaluation & implement Strategy development	Good communications skills	√		
Coordination and preparation of respective Strategy documents and its promotion within Fife.				
Attend meetings with the various community and Project Co-ordination partners, advise and consult on all aspects including projects. Advise and consult on all aspects relating to green spaces and small projects.	Track record in community consultation and evaluation	√		
Support and feed into all related Fife Council consultations relating to the provision, quantity and quality of parks and green spaces and advise on areas of surplus or deficit.	Sound knowledge of horticulture, standards and practices	√		

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Carry out individual consultations and site surveys to ascertain local community aspirations and needs for green spaces and work with community groups to delivery these.				
Support Fife Council through consultation with external organisations and groups interested in the provision and improvement of green & play spaces.				
Visit other local authorities and feedback on best practice in the development of Greenspace & Play space audits and strategies.				
Attend community meetings to evaluate and discriminate information on green & play spaces.				
Support and extend the work of the Greenspace Partnership to ensure its successful promotion and development of Fife's green spaces.				
Chair appropriate Community and Greenspace meetings.	Ability to provide a regular and effective service	✓		
Prepare and maintain databases containing all Administration relevant information on green spaces.				
Identify and map all Greenspace sites both private and Council owned utilising the GIS system.				

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Prepare agendas and minutes of meetings relating to Greenspace & other relevant activities.			
Advise officers and managers on current and new initiatives in green spaces and project potential.			
Correspondence relating to green & play spaces.			
Prepare reports and bulletins on Fife green & play spaces for management and committee consideration.	Report writing skills	√	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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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E

D

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:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

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.