



# Role Profile

<b>Green Space Improvement Officer</b>			
Reference No.	A4756	Type	Generic
Service	Grounds Maintenance Service		
Job Family	Professional 1	Grade	FC7

<b>Purpose</b>
To assist the Grounds Maintenance Service in the delivery of land improvement works including, design, implementation and monitoring of projects throughout Fife. Providing specialist advice and support in the delivery of strategic priorities, business development opportunities, land management issues and community projects. Develop action plans to improve Parks and Open spaces including specialist knowledge and expertise in securing funding opportunities.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Assist the Service Manager to ensure that projects are effectively programmed in accordance with agreed start and completion dates.
Meet with clients and their agents on matters relating to project design briefs, specifications and cost estimates.
Carry out site surveys and site analysis. Prepare proposals and preliminary costings for submission to the Grounds Maintenance Service Management Team
Prepare drawings for consultation and display

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Educated to SCQF level 8.	✓	
HND or equivalent in Landscape Design or Horticulture	✓	
Surveying skills, including geometric and topographical understanding.	✓	
Knowledge of Computer Aided Design systems		✓

E = Essential Criteria    D = Desirable Criteria

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Prepare specifications and landscape design details to a standard suitable for Q.S. to bill and tender.	The ability to translate survey and site analysis information into reports and link specification/Bills of Quantity.	✓	
Visit sites regularly; inspect progress/quality of work, resolve any problems with contractor. Instruct contractor on design/specification needs; monitor progress; advise Team Managers/Supervisors /Client of any delays or changes. Ensure that contractor adheres to agreed work programme.	Moderate post qualification experience in a range of subjects, preferably landscape design, arboricultural and horticultural.	✓	
Contribute to the assessment of grounds maintenance standards through an accepted audit process such as Land Audit Management systems (LAMS)	Knowledge of LAMS methodology and practice		✓
Ensure all necessary Health and Safety and Environmental Legislation requirements are incorporated into project design briefs and complied with at all times.	A sound knowledge of Health and Safety issues as they relate to grounds maintenance operations, construction and contracting.	✓	
Provide Interim and Final Certificates for major projects at the discretion of the Service Manager	Experience in contract management		✓
Survey and check new and existing areas and features and liaise with Information and Systems Team to input to the GIS mapping system and the parks database, eg trees; planted areas etc.	Experience of translating survey data accurately onto a computer-based mapping system.  A knowledge of operating GIS.	✓	✓
Assess and advise on levels of amenity provision within a given area.			
Assist in the provision of research, advice and information to other Council Services, external organisations, Councillors and the public on recreation, landscape and horticultural matters, eg Tree Preservation Orders; planning applications; adoption of open space/play facilities; sports facility provision; partnership development; Health and Safety Issues.	A wide range of skills/knowledge covering broad aspects of horticultural techniques land management, green spaces initiatives	✓	
Produce draft and final reports on technical support issues and proposals for consideration by Team Managers or Service Manager.	A sound knowledge of Microsoft Office.	✓	

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Assist the GM Management Team in the provision of specialist advice and support on a single or range of activities and subjects for grounds maintenance staff, other Council Services, external organisations, and contractors etc.	Specialist knowledge in a single or range of specialist activities, including Funding applications, community engagement,	✓	
Assist Service Manager in liaising with Local Services Networks, Councillors, community groups and user groups.	Good communication skills; written, verbal, visual and listening.	✓	
Work with community groups/councillors, colleagues within and across local authority sectors, as delegated.	High level of integrity in dealing with sensitive issues.	✓	
Provide support in terms of researching and utilising funding partners to underpin projects.			
Assist community groups in project development and fundraising to ensure success of individual projects.	Creative thinking and problem solving.	✓	
Maintain accurate document and administrative records.			
Ensure that projects are carried out within budgetary constraints.	Ability to equate client needs with budgetary provision	✓	
Design and prepare a range of information and presentation materials using appropriate I.T software.			
Prepare and present educational materials to Schools, Community Groups, Voluntary Groups etc.	Visual and verbal presentation skills	✓	
Assist and organise displays for events and initiatives e.g. Green Flag Award, APSE etc.			
Attend events and meetings with groups out with the core working day, for elements relevant to the post.			
Contribute as part of the Service Management Team	Ability to confidently contribute to the discussion of Service plans and actions	✓	
Ensure the grounds maintenance specifications and service level agreements are updated regularly within the asset management systems	Understanding of grounds maintenance tasks and responsibilities		✓
Contribute towards the successful strategic and operational outcomes of the Service	High level of organisational skills		✓

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> 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.

<b>Additional Information – the following information is available:</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

<b>Expected Behaviors</b>
<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>