

## JOB DESCRIPTION

### Commissioning Officer (Parks & Open Spaces)

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<b>Service area:</b>	<b>Service Commissioning</b>
<b>Reports to:</b>	<b>Head of Service Commissioning</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Leek and Buxton / Agile Working</b>
<b>Work flexibly between various locations:</b>	<b>Yes</b>
<b>Grade:</b>	<b>AG5</b>
<b>Salary range:</b>	<b>20-24 £30,296 to £33,024 per annum</b>
<b>Car driver:</b>	<b>Yes</b>
<b>Essential/casual:</b>	<b>Essential</b>

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#### JOB PURPOSE

- To lead effective and efficient commissioning of a range of services and facilities relating to parks and open spaces, horticultural services, grounds maintenance and countryside parks to ensure these services meet the strategic outputs of both Councils

#### JOB DUTIES

- Work with the Head of Service, Principal Commissioning & Procurement Officer and wider colleagues to commission services and facilities which increase usage (visitor numbers) satisfaction, customer experience, performance and which maximise efficiency opportunities to the key areas of operation.
- Assist with the development and monitoring of parks/open space strategies, park management plans, by working collaboratively with service providers, contractors, voluntary and community groups to deliver high quality outcomes.
- Help deliver projects that contribute to parks, open spaces and climate change objectives which may include such things as reviews of mowing/maintenance regimes, implementation of biodiversity projects and encourage innovative thinking which maintains or enhances the standards our parks and open spaces.
- Maintain and administer appropriate monitoring systems and processes to ensure that the performance of the key areas of operation can be analysed effectively.

- Maintain accurate records of and process payments/grant funding to contractors or external partners, generate internal charging vouchers and raise invoices for income generation as instructed.
- Support the development of new partnerships for the delivery of parks, open spaces and other related horticultural services such as Friends of the Park groups or other themed interest groups.
- Assist in the production and presentation of progress reports, committee reports, equality impact assessments, specifications or contract documentation, risk assessments, and any other related written documentation as requested.
- Act as representative for the Alliance and Service Commissioning at meetings with internal and external stakeholders ie service users, wider Council service areas, clients, consultants, contractors and other working groups as necessary.
- Maintain an awareness of any new and pending legislation, Government guidance or policies, systems, products in relation to parks and open space, grounds maintenance and horticultural services and support with the implementation of any subsequent changes in operation as and when required.
- Lead on the investigation, collation of information and resolution of customer enquiries, complaints and freedom of information requests where required.
- Carry out such other duties as associated which the Head of Service Commissioning or Principal Commissioning & Procurement Officer may require to ensure the efficient and effective running of the service.

## **CORPORATE RESPONSIBILITIES**

- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.
- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

## **JOB REQUIREMENTS**

Transport Requirements	Driving required for travel to Alliance locations. Driving licence and access to a vehicle.
Working Patterns	Hours of work as agreed with the line manager. Office based primarily, with travel and attendance at external events/meetings as required.
Working Conditions	Office based with travel to Alliance locations / agile working (where applicable)
Resources Staff/Finance	Not applicable.
Physical	Working to planned priorities
DBS	No