

<b>Role Title</b>	<b>Parks and Play Development Officer</b>
<b>Job Family</b>	<b>Parks and Open Spaces</b>
<b>Competency Level</b>	<b>Principal Officer/Manager</b>
<b>Pay Range / Scale</b>	<b>PO3</b>
<p><b>Purpose</b>          To develop and deliver specialist support/advice for a defined service area. To ensure relevant legislation, regulations and policies are complied with as part of the Parks and Open Spaces Service.</p> <p>To lead on a strategic overview on playgrounds and play development across Waltham forests housing and parks playground infrastructure including leading on playground development and capital improvements.</p> <p>Development and delivery of parks and open spaces projects, contract monitoring, repairs and maintenance.</p> <p><u>Location</u>          Primarily based at Low Hall Depot, with regular duties across the borough as required.</p> <p><u>Working Hours</u>          Standard hours: Monday–Friday, 9:00am–5:00pm          Occasional evening or weekend work may be required.</p> <p><u>Additional Requirements</u>          A full UK driving licence and access to a vehicle for Council business are essential</p>	
<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
<p>Provide advice and make recommendations based on up-to-date knowledge and analysis / evaluation of information.          Manage escalated or complex customer issues within the relevant area.</p>	<p>Expert advice, information, interpretation, and support are provided on the full range of technical / professional issues within the area of responsibility.          Issues are managed through to a satisfactory conclusion.          Risk to the Council is minimised.</p>
<p>Contribute to the development of service plans to meet strategic business goals.</p>	<p>Strategic and operational input is provided to wider business planning and development.          Customer needs are identified.          Services meet legislative and policy requirements.</p>
<p>Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.</p>	<p>Relevant information / data are managed efficiently and accurately.          Accurate and relevant information / reports / documentation are produced.          Trends and issues are identified and prioritised.          Statutory and procedural obligations are fulfilled.          Management decision making is supported.</p>
<p>Lead on the development, implementation, maintenance and management of systems, policies,</p>	<p>Changes to systems, policies and / or procedures are identified and recommended.</p>

procedures and / or standards within area of responsibility.	All updates, amendments, developments are tested and approved prior to delivery. Customers receive prompt, accurate policy / procedural updates. Service standards are improved.
Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.	Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues. Agreed improvements are developed, delivered, and evaluated. Issues and recommendations are brought to the attention of senior managers. Benchmark against best practice authorities and centre of excellence.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales. Evidence based recommendations are made.
Manage a portfolio of Projects and Reviews.  Lead on specific projects as required.	Projects are delivered to agreed specifications, timescales, and budgets. Change initiatives are successfully integrated and implemented across all impacted service areas. Value for money is achieved. Ongoing savings secured.
Co-operate with and support colleagues.	Colleagues are supported. Required information is provided.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health.
<b>Job Specific Accountabilities:</b>	
Playground Monitoring / Repairs	Responsible for ensuring that the park's play equipment and structures are monitored and maintained; that they meet health and safety requirements; ensuring that works are effectively managed; ensure that all signs, notices, furniture and material are maintained and updated as required within the scope of the budgets available.  Responsible for the management of direct let parks and open spaces, play repairs and

	<p>maintenance contracts to ensure any contractor is fully compliant with all current legislation</p>
<p>Specific Playground Safety Knowledge / Guidance</p>	<p>To maintain a strategic overview of playgrounds, play and the development of these across the borough</p> <p>Promoting and advocating for play in Waltham Forest, and developing and maintaining a strategic overview of play and playgrounds in the borough</p> <p>Representing Parks and Open Spaces to review planning applications in relation to playgrounds provided as part of site development or within parks and open spaces. This includes advising planners on CIL and S106 contributions in relation to play</p> <p>Responsible for analysing data from playground inspections, producing reports and ensuring issues are addressed promptly. Developing, implementing, and analysing performance indicators to demonstrate the success of schemes and identify gaps in provision.</p>
<p>Lead Playground refurbishment / Replacement projects</p>	<p>Responsible for the delivery of a portfolio of capital schemes from inception to completion. Manage contractors involved in scheme delivery in accordance with procedures and procurement rules. Monitor their instruction and report regularly on progress.</p> <p>Produce regular progress reports for the project team, to demonstrate effective project management.</p>
<p>Manage various assigned parks</p>	<p>Devise and implement management processes for Borough's premier parks.</p> <p>Write/deliver management plans.</p> <p>Monitor grounds maintenance.</p> <p>Deliver and procure infrastructure improvements and maintenance.</p> <p>Develop and oversee events including processing applications and risk assessments / presenting to SAG</p>
<p>Financial management</p>	<p>Monitor budgets for specific sites and/or projects.</p> <p>Generate income for parks.</p>

	<p>Write fundraising bids, attract external funding. Raising purchase / invoices</p>
Community Engagement	<p>Procure and manage parks team community engagement contracts. Develop and expand service delivery. Oversee Friends of Parks groups. Act as group secretariat for park stakeholder meetings. Including working with and supervising volunteers</p>
Grounds maintenance and nature conservation	<p>Develop nature conservation practices to enhance the biodiversity value of parks. Direct/oversee all nature conservation works, through contractors, partners, and stakeholders. Monitor grounds maintenance (GM) contractor compliance.</p>
Communications	<p>Respond to enquiries, complaints, FOIs, and Member Enquiries according to timescales. Produce and implement a range of marketing and publicity information, including on-site communications. Manage parks webpages and provide copy for social media, publicity etc.</p>
H&S	<p>Devise and implement H&amp;S procedures for areas of service delivery. Implement risk assessments. The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all activities to safeguard employees, contractors, members of the public, property and environment and to comply with all requirements under the Corporate Health and Safety Policy, including:</p> <p>Maintain familiarity with Council and any other relevant Health and Safety policies and procedures and codes of practice, ensure these are communicated to all your staff and to monitor your staff and ensure they work safely and appropriately at all times.</p> <p>Ensure you attend Health and Safety training as needed and that you assess the needs of staff for such training. Maintain a record of any such training attended by you</p>

	Ensure all accidents, incidents, etc. are reported and recorded in line with the Council's Accident / Incident Reporting procedure.
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<b>Nature of Contacts</b>
<p>Typically involves Heads of Service, and Senior Managers, elected ward councillors across the authority, and external agencies and organisations providing advice regarding the service or projects May involve direct contact and consultation with members of the public. Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Deal with people at all levels confidently, sensitively, and diplomatically.</p>
<b>Procedural Context</b>
<p>Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-to-day problems without always referring to others. Decisions will be made based on Council procedures. Occasionally the post will be expected to work from other locations</p>
<b>Key Facts and Figures</b>
<p>Work flexibly to the needs of the service. Attend meetings and planned events as required</p>

<b>Resourcing</b>
<p>Budget Responsibilities: Supervisory Responsibilities:</p>
<b>Knowledge, Skills and Experience</b>
<p>Experience of playground standards BSEN 1176 -1177 Park management Grounds maintenance and nature conservation Financial management Project management Event management Community engagement H&amp;S Experience in administration of contracts including the assisting in the preparation of specifications and supporting documents. Experience of supervising contractors. Familiarity with Microsoft Office and record management systems</p>

**Indicative Qualifications**

Degree or equivalent or vocational qualification in relevant subject or area  
Evidence of Continuous Professional Development  
Experience or accreditation as operational playground inspector to RPII Standard  
Evidence of Continuous Professional Development (required)  
Full UK driving licence and use of own transport for Council business (required)

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.