Birmingham Parks Service is looking to recruit a suitably qualified, experienced, and dynamic individual to complement and complete the existing team of District Park Managers. The role will involve management of a diverse portfolio of parks and associated development projects across the city with a particular responsibility for co-ordinating the large number of events that take place on the city’s parks. You will act as a “Health and Safety Champion” representing the service at Directorate level, as well as providing policy direction for the management and delivery of a city wide playground maintenance service.

Requirements of the role include

- Must have a full driving licence
- There will be a requirement on occasions for out of hour’s attendance at meetings e.g. Ward Committees, Friends Groups and other user groups. This is also likely to include attendance at various events on parks.

For informal enquiries please contact Joe Hayden 0121 675 0936

Ref: PL1982017

Closing date: 18 July 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Place Directorate

Job Description

JOB TITLE:   Parks Manager                  GRADE:   GR5

DIVISION:   Sports, Events and Parks

SECTION:   Parks and Nature Conservation

1. To provide a key management link between Events and the emergency services in the safe running of events/community events in parks and other locations subject to Council involvement.

2. To provide policy direction for the management and delivery of a city-wide playground maintenance service, including advice in the development and installation of play areas.

3. To liaise and be part of the wider District Parks Management team and lead on any specific parks management matter as directed, to include deputising for District Parks Managers to undertake all duties in their absence.

4. To act as the Parks Health and Safety Champion representing the service at Directorate level. This includes providing assurance statements on high risk parks matters; this includes Trees, Play Areas and Water Safety.

DUTIES AND RESPONSIBILITIES:

1. To manage the Use of Parks process on behalf of the Parks Services Manager, directing support staff in the day to day functions such as processing applications, consulting with districts/wards and other interested parties, the sending out of approvals etc.

2. To lead on Safety Advisory Groups (SAG) for the Council for all Use of Parks applications where a SAG is required, specifically to ensure these groups are chaired and the appropriate members are invited.

3. To keep all Use of Parks processes updated, including online application process, the conditions of use and event guides/notes.

4. To draw up a programme of inspections to ensure agreed use is safe and applicants are in compliance with conditions of use, including any necessary licenses etc. This will include regular weekend work, particularly in the summer months.

5. Provide policy direction for the provision of Play Areas, Multi-Use Games Areas, Outdoor Gym Equipment and any other associated areas. This includes reference to any European and/or national standards.
6. To act as the lead client officer on the Councils Playground Policy Group, to include any procurement process of play equipment.

7. Manage all levels of inspections to ensure safety compliance in liaison with Grounds Maintenance Contract colleagues, including the providers, Birmingham Parks & Nurseries and the Play Area Maintenance Teams.

8. To ensure full compliance with policy, including the procurement of Bi-annual independent inspections.

9. To manage the annual risk assessment process for play areas, ensuring compliance and the updating of play categories in liaison with the maintenance teams. As a consequence arrange for any changes to the management of these play areas from an inspection perspective.

10. Ensure that out of hour’s processes for play and water safety is robust and undertake weekend duty call out rota with colleagues.

11. Deputise in full for District Parks manager colleagues, particular when absent through leave and/or sickness.

12. To be directed to support a District from time to time subject to workload and ongoing projects. This includes attending meetings both within core hours and evenings/weekends, support the day to day functions of the District Parks Managers.

13. To be involved in the organisation of events in parks; including liaison with all relevant parties, and all matters relating to community use of parks, especially in remedial action and recharges.

14. To support the management of assets as directed by the Parks Services Manager.

15. To ensure act as Duty Holder where assigned and ensure other premises are actively managed and assigned a Duty Holder. To include risk assessments and other essential health and safety compliance issues are carried out as scheduled.

16. To carry out such other associated duties as may from time to time incidentally arise, develop, or be assigned which are commensurate with this post.

RELATIONSHIPS:

(i) Accountable to: Parks Services Manager

(ii) Key officers reporting to the post: Use of Parks Co-ordinator

(iii) Key officers and other persons Elected Members
                                             Members of Public
                                             Directorate Senior Managers
                                             Landscape Practice Group
                                             Ranger Service
                                             Tree Manager

PHYSICAL CONDITIONS:

i) Hours: 36.50 hours per week

ii) Workplace: Kings Heath Park.
SPECIAL CONDITIONS - These conditions may be varied to accommodate the efficient management of the Parks service.

It is essential for the jobholder to have a current driving licence.

This post is paired with another post of District Parks Manager in the City for the purpose of cover during absence and for operational support as required.

The District pairings are as follows:

- Edgbaston/ Northfield/ Selly Oak
- Erdington/ Sutton Coldfield
- Hodge Hill/ Yardley/ Hall Green
- Perry Barr/ Ladywood

There will be a requirement on occasions for out of hours attendance at meetings, e.g. of Constituency and Ward Committees, User Groups, etc.

CONTACTS:

- Ranger Services Manager
- Trees & Recycling Manager
- Parks Landscape & Development Manager
- BPN Workshop & Play Area Manager
- Contract Management & Compliance Teams
- Senior Business Development Manager

OTHER DETAILS:

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

Birmingham City Council will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age (up to 65).

It is the intention of the City Council that its workforce, at all levels, should reflect the composition of the City's population. To achieve this the Council will take active and positive steps to eliminate discrimination, reduce the effects of past discrimination and to promote equality in employment.
**Place Directorate**

**Person Specification**

**JOB TITLE:** Parks Manager  
**GRADE:** GR5

**DIVISION:** Sport, Events and Parks  
**SECTION:** Parks and Nature Conservation

### Method of Assessment (M.O.A.)

A.F. = Application Form;  
I = Interview;  
T = Test;  
P = Presentation

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **EXPERIENCE** (Relevant work and other experience) | Experience of Play Area Management.  
Experience in Health & Safety Management  
Performance management, applying targets, monitoring and reporting progress.  
Managing office environment, ordering goods, managing finances.  
Experience in delegating work and prioritising team commitments.  
Experience of operating within a political environment. | AF/I  
AF/I  
AF/I  
AF/I  
AF/I |
| **SKILLS AND ABILITIES** (e.g. written communication skills, dealing with the public) | Effective organisational and administrative skills using both manual and computer based systems, including electronic databases and web pages.  
Ability to manage conflicting priorities without supervision.  
Positive communication and networking skills and to manage own workload.  
Ability to respond to enquiries related to the job purpose in a professional and friendly manner.  
Ability to prepare and present written reports and statistical information.  
Knowledge of Play Area management and development  
Knowledge of Health and Safety Procedures.  
Able to work in highly pressured environment and deal with complex and difficult situations.  
Ability to determine priorities and disseminate relevant information.  
Ability to provide complex service information to a wide range of audiences.  
Ability to be flexible and deliver a 7 day a week service. | AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
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AF/I  
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AF/I |
<p>| <strong>TRAINING</strong> | A commitment to personal and employee development and a positive attitude to continuing professional development, personal | AF/I |</p>
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<th>EDUCATION/QUALIFICATIONS (NB Full regard must be given to oversees qualifications)</th>
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<td>OTHER</td>
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITY POLICY**