

JOB PROFILE

Job Title:	Greenspace Project Officer
Service Area:	Greenspace
Grade:	Level 1 Grade 7 Level 2 Grade 8
Reporting Manager:	Service Manager- Greenspace
Direct reports:	None

Job summary:

Support the co-ordination and delivery of capital projects and procurement to ensure environmental improvements across the district parks and open spaces. The postholder will manage projects through all stages of delivery, working with contractors, partners, stakeholders and internal teams to deliver high quality, sustainable and accessible green space improvements.

Level 2

Lead the delivery of complex, high-value or strategically significant capital projects and environmental improvement programmes across parks, open spaces and green infrastructure assets.

Key responsibilities:

Manage the delivery of capital projects and environmental improvement schemes across parks, open spaces and green infrastructure assets through all stages of delivery, including project planning, procurement, contractor management and administration site supervision, budget monitoring and project evaluation.

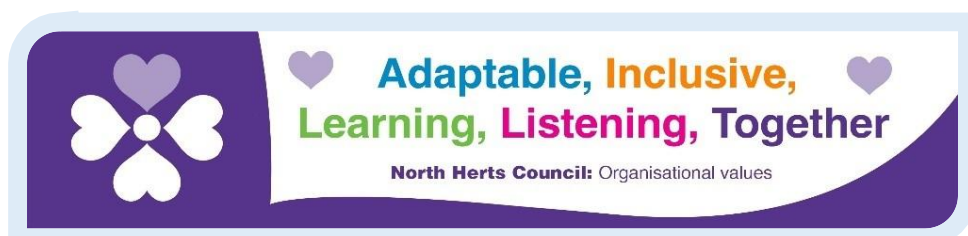
Prepare specifications and tender documentation, undertake procurement processes in accordance with Council procedures, and coordinate contractors, consultants and stakeholders to ensure projects are delivered safely, on time and within budget.

Maintain effective communication with local communities, partners and internal services, resolving routine issues and ensuring projects meet agreed quality, accessibility and sustainability standards.

Level 2

Provide professional project management expertise throughout the project lifecycle, including business case development, funding applications, procurement strategy, contract management and project governance.

Develop and maintain effective relationships with senior stakeholders, external partners and funding bodies, managing complex project risks and resolving significant issues independently.

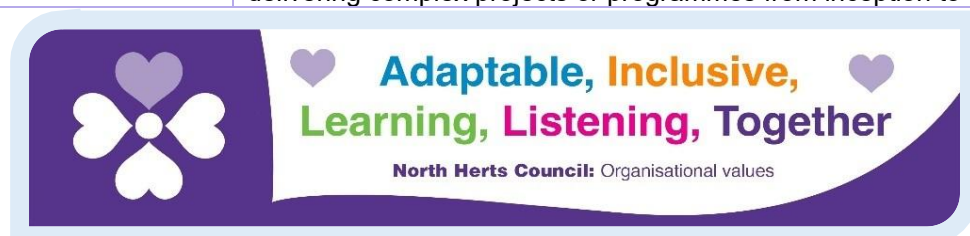


Contribute to service planning, project prioritisation and continuous improvement, providing technical guidance and support to colleagues while ensuring projects deliver long-term environmental, community and organisational outcomes

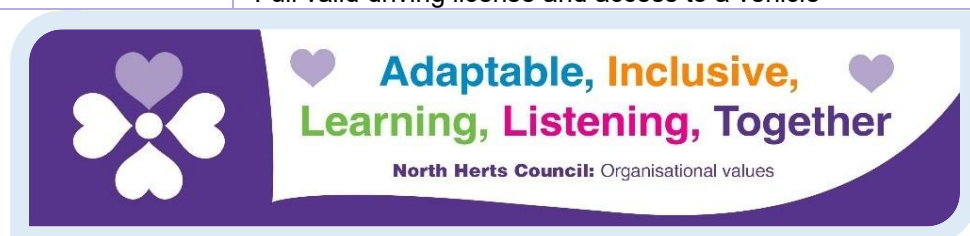
Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/general-responsibilities-for-employees)

Key Requirements:		Essential desirable
Qualifications:	Educated to degree level in a relevant discipline, or able to demonstrate equivalent knowledge and experience in project delivery, environmental management, landscape, regeneration, construction, business management, or a related field. A recognised project management qualification, such as PRINCE2 Foundation, is desirable, or a willingness to work towards an appropriate project management qualification Level 2 Hold a recognised project management qualification, such as PRINCE2 Practitioner, APM Project Management Qualification (PMQ), or equivalent, or be able to demonstrate significant project management expertise gained through experience. Relevant professional membership relating to project delivery, procurement, contract management, environmental management or landscape practice are desirable	E D E D
Job related experience & knowledge:	Experience of supporting the delivering of projects, programmes or service improvements, including planning work activities, coordinating resources, monitoring budgets and working with a range of stakeholders. Good knowledge and understanding of project management principles and an awareness of procurement, contract management and health and safety requirements. Experience of undertaking stakeholder engagement and public consultation activities, including gathering and responding to feedback. Knowledge of parks, green spaces, environmental projects, regeneration, construction or public sector service delivery . Level 2 Substantial experience, knowledge and skills in leading and delivering complex projects or programmes from inception to	E E E D



	completion, including procurement, contract management, budget management, risk management and stakeholder engagement. Able to demonstrate a strong understanding of project governance, public sector procurement requirements and contract administration, together with the ability to manage competing priorities and resolve complex project issues independently. Experience of planning and leading consultation and engagement activities with residents, community groups, elected members and partner organisations, ensuring stakeholder views are appropriately considered in project development and delivery. You will be able Be able to provide professional advice, develop project specifications and business cases, and identify opportunities to secure external funding and deliver wider environmental, community and organisational benefits	E E E E
Skills & attributes required for the role:	Good organisational and communication skills, with the ability to manage competing priorities and build effective working relationships with colleagues, contractors, stakeholders and members of the public. Confident using IT systems, demonstrate good problem-solving skills and take a proactive approach to delivering projects and service improvements Committed to continuous professional development Willing and able to work independently and as part of a wider team Level 2 Strong project management, communication and stakeholder engagement skills, with the ability to lead complex projects and manage competing priorities effectively. Demonstrate sound judgement, negotiation and problem-solving abilities, and be confident leading consultations, influencing outcomes and representing the service with a range of internal and external stakeholders	E E E E E E
Other:	All Levels Willingness to travel throughout the district. Experience working as part of a team. Required to be reasonably fit and active and be prepared to work outside all year round Full valid driving license and access to a vehicle	E E E E



	Flexibility to attend meeting as required, some of which may be outside normal working hours	E
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Signed.....

Date.....

