

Frome Town Council

Job Description

Environment Manager

This is a permanent contract

Hours of work: 37 hours per week

Grade: c. SCP 25 £30,095 (SCP 25 – 32)

Leave Entitlement: 24 days per annum basic plus public holidays

Responsible to the Town Clerk

Purpose of the role

Our vision is that the places in the town that are managed to the highest standards regardless of ownership; be they communal areas, the public realm, play parks, recreation grounds, wild flower meadows or neighbourhood greens.

When people visit Frome's open spaces or walk through any part of the town, we want to generate consistent positive responses. We also want the community to feel a sense of ownership and pride - and to be involved in planning and maintaining communal places in the town.

This vision means we want this post to look at the town as a whole and not just the FTC estate. We need someone who shares this vision and has the skills, creativity and drive to deliver it.

Key relationships

Build and maintain productive working relationships with:

- The community at large and community groups,
- FTC Cllrs, staff and volunteers
- Owners and occupiers of all open and communal spaces in the town (other Councils, churches and sports clubs, for example),
- The County Highways Authority (including RoW team), the other utilities and other access providers and recreation and conversation agencies and groups (rights of way on public land, Wildlife Trust, for example)
- Relevant contractors.

Main responsibilities and keys tasks

Contribute to the strategic management of Frome Town Council and work with other managers to manage and be responsible for the overall delivery of the Council's work programme ensuring that projects are delivered on time and within budget.

Work with land owners, contractors and local residents and organisations to encourage and enable them to manage communal spaces and the public realm to the highest standards – standards that the community is proud of and visitors delighted.

In the context of FTC declaring an ecological and climate emergency, work with the community, Cllrs and colleagues to produce and implement strategic plans for the management of FTC's open and communal spaces in the town. Work with colleagues to secure external funding to FTC's work, including s106 and CIL funds (when available), to support implementation of these.

Have overall responsibility of the management of FTC's parks and open spaces by leading, managing and motivating (primarily via the Lead Ranger) a team of rangers and outside contractors to deliver our vision.

Be responsible for building and implementing annual Environment and related work programmes and budgets for approval by Council and contributing to the overall annual budgeting process of the organisation.

Be responsible for delegated budgets.

Be responsible for the delivery of relevant projects and contracts

Ensure compliance with regulatory procedures (such as Health & Safety) to manage risk to the public, staff, volunteers and contractors. Ensure that high quality risk assessments are carried out in line with Council guidance for works you are supervising and monitor compliance with health and safety procedures.

General

This job description forms part of your contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise, some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork, providing assistance to others in covering holiday periods, sickness, and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

Frome Town Council

Person specification

Environment Manager

Qualifications (essential)

Degree level qualification or equivalent

Knowledge, skills and experience (essential)

- A creative, passionate & visionary approach to making the town centre and all our open spaces as attractive as possible
- A “can do” attitude
- Practical experience in relevant land and conservation management
- An understanding of how to enable the community to participate in open spaces
- Excellent people skills enabling strong relationships, both internally and externally, to be built and maintained
- Excellent written and verbal communication and presentation skills
- Excellent people management and leadership skills and the creation of great places to work
- Excellent project management skills (organisational, planning, budget and time management) and ability to view projects long term
- Relevant contract management experience (grounds maintenance and street cleansing, for example)
- An ability to influence through high quality negotiation skills
- Clear understanding of Health & Safety compliance requirements and of producing risk assessments for day to day as well as COSHH and machinery operations.
- An ability to deal with tasks in a highly organised way as swiftly and effectively as possible
- Ability to use initiative and to be self-motivated
- A professional and courteous manner