Job Title: Country Parks Manager  
Grade: 11

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Our Vision Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

1. Ambitious – We are ambitious for our communities and citizens
2. Courageous – We recognise our challenges and are prepared to make   
   courageous decisions
3. Empowering – We empower and support our people by giving them   
   the opportunity to do their jobs well.

About the Service

Based in the Economy, Infrastructure & Skills Directorate, Environment & Countryside is responsible for the management and development of Staffordshire County Council’s country parks and green spaces, 4500km of statutory public rights of way and the associated definitive map, the provision of high-quality environmental advice across SCC functions and externally, the conservation of Staffordshire’s natural and historic environment and the management of environmental data and spatial information. The service hosts the Cannock Chase AONB Partnership and is involved with other strategic environmental partnerships across the county.

About the Role

Reporting Relationships

Responsible to: Head of Environment & Countryside

Responsible for: Country Parks Team including direct management of Assistant Country Parks Manager, Countryside Officers and Visitor Engagement Officer

Work pattern: The countryside service operates seven days a week, 365 days a year; you will be required to work 5 days per week with two (generally consecutive) rest days; your work pattern may vary according to business needs.

Key Accountabilities:

1. Strategic management and securing a sustainable future for the countryside estate (excluding Cannock Chase).

2. Lead development and ensure implementation of site/greenway management plans.

**3.** Develop, implement and monitor policies, working practices and procedures to ensure the continuous management and improvement of the countryside estate.

4. Allocate and mobilise staff, financial and other resources (including vehicles, plant, tools and equipment in liaison with the Rights of Way Maintenance Team Leader where required) to deliver the priorities within the site management plans.

5. Ensure sites are safe and accessible, that emergency procedures are in place, implemented and reviewed, and that all premises on the sites are managed in a safe and secure condition. This includes supporting management and emergency planning for dams and reservoirs in liaison with the Structures Team, and other built structures on the sites.

6. Responsible for the conservation and sustainability of the sites to meet legal, environmental and statutory requirements.

7. Improve and promote the visitor offer to increase the contribution the sites make to Staffordshire’s communities and economy.

8. Lead and manage a team of staff, including direct line management and development of the Assistant Country Parks Manager, Countryside Ecologist, Visitor Engagement Officer and Countryside Officers.

9. Ensure the effective deployment and management of volunteers within the service to support management.

10. Work with partners, statutory agencies and elected members to ensure the service remains compliant with legal and policy requirements.

11. Ensure communities can engage creatively and innovatively in the countryside estate to supports its management and to deliver health, wellbeing and lifelong learning.

12. Using appropriate commercial, digital and community-based solutions, increase the capacity of the service to deliver its outcomes.

13. To ensure delivery of environmental schemes to achieve favourable condition of all designated sites and protection of priority species.

14. To support the wider running of the Environment & Countryside service as required and commensurate with the post

Special Requirements

Normal outdoor working conditions. Protective clothing and boots are supplied.

Standard hours of work are 37 per week worked in 5 days. The post holder may be required to work on Saturdays, Sundays and public holidays. Some evening work may also be necessary at certain times of the year. Rest days in mid-week are currently allowed in lieu. The post holder will be paid at plain time rate in addition to normal pay for hours worked on Bank Holidays, extra statutory or concessionary holiday granted by the County Council

The service operates across Staffordshire and the post holder may be required to work at any site in the county according to business need. The post holder will be required to undertake emergency duties out or normal working hours as necessary

The post holder may have access to an appropriate pooled work vehicle or may be required to use their own vehicle depending on the task. If the post holder is required to use their own vehicle, payments for any additional travel will be in accordance with the Staffordshire County Council Car Allowance Regulations, as currently existing and as amended from time to time (full details can be supplied).

The post is subject to DBS and medical clearance

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability ConfidentScheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Degree or equivalent in countryside/environmental management or appropriate discipline (essential) * First aid certificate (desirable) * Membership of relevant professional body (desirable) | A/I  A/I A/I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Significant understanding and experience of countryside management legislation, policy and practice and managing public sites (essential) * Significant experience of managing public access to countryside sites (essential) * Significant experience of leading teams and line management including performance management and staff development (essential) * Significant experience of management planning, practical site management and safe use of tools and equipment (essential) * Experience of surveys and conservation requirements of key species and habitats and general management of historic features (essential) * Significant knowledge and experience of health and safety management and risk assessment (essential) * Experience of budget management, procurement and contract management (essential) * Significant experience of working with the public, volunteers, contractors, elected members and external organisations (essential) | A/I/T  A/I/T  A/I  A/I  A/I/T  A/I  A/I  A/I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_smallemployer_small**  **employer_small** | **Skills**   * Effective and strategic leadership and management skills (essential) * Effective communication, and interpersonal skills including ability to engage the public and constructively resolve disputes (essential) * Excellent team working skills (essential) * Ability to deal with difficult situations and respond to emergencies (essential) * Effective and flexible organisational skills (essential) * Good IT skills including GIS (essential) * Current driving licence (essential) and ability to drive off road vehicles * Physical fitness including ability to walk reasonable distances and undertake physical work outdoors in all weathers (essential)   This post is designated as a Casual car user | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300