

Department	TECHNICAL SERVICES	Division	PARKS & COUNTRYSIDE
Designation of Post	SERVICE MANAGER		Grade EPO9
Responsible to	HEAD OF SERVICE		
Immediate Subordinates	All retained staff in the Parks & Countryside Service – final management structure to be determined		

Description of duties

1. General

Be responsible for the day-to-day management and achievement of service objectives for the Parks & Countryside Services Division including Parks Development, Parks Contract Management and other retained services.

2. Service Planning

Be responsible for the delivery of service objectives in support of the Departmental Business Plan, Council Corporate Plan and Local Area Agreement through the effective use of project planning/ project management techniques and applications.

3. Finance

Be responsible for the effective management of the Division's financial resources including the monitoring, control and reporting of budgets and future financial planning and strategy to ensure the financial interests and responsibilities of the Council are fulfilled and protected.

4. People

Be responsible for the effective management of the Division's human resources including the monitoring of skills/ capabilities and development of support/ training plans as appropriate to achieve service objectives. Also the monitoring of staff performance with the provision of support/ training or use of formal processes as appropriate.

5. Performance

Ensure the proper monitoring and reporting of the Division's National and Local Indicators and use of performance management techniques and applications to drive performance improvement and achievement of service objectives.

6. Continuous Improvement including Service Efficiency/ VFM

Ensure the continuous improvement of the Division's services including research into areas of innovation, benchmarking and learning from top performers with a particular focus on improving service efficiencies and overall value-for-money.

Continued

7. Legislation and Govt Policy/ Guidance

Assess and monitor new and existing legislation, national and local government policy/ guidance and ensure the implications of such legislation and policy/guidance is properly considered and taken into account.

8. Preparing Cabinet/ Committee Reports and Attending Meetings

Be responsible for the preparation of all reports to the Council's Cabinet/ Cabinet Member/Area Forums and various Committees relating to the Division's activities ensuring compliance with the Council's Constitution. Also attendance at the Council's Cabinet/ Committees/Area Forums and Cabinet Member Briefings to present and discuss such reports.

9. Represent Council at meetings and promote partnership working

Act as the Council's lead officer for all parks & countryside issues including representation at meetings with Central Government, other Local Authorities including sub-regional meetings, partner agencies and other stakeholder organisations and promote effective partnership working and collaboration with such organisations to help achieve service objectives.

10. Parks Development

Ensure the efficient and effective management and development of the Parks & Countryside Service including all parks and open spaces, golf courses, cemeteries and crematoria, rangers and lifeguard service, allotments and highway trees and verges.

11. Parks Contract Management

Act as designated Project Manager and ensure the efficient and effective management and development of the Council's major strategic Parks & Countryside Services contract and other related contracts to ensure satisfactory contract performance and achievement of proposed benefits.

12. Retained Services

Ensure the efficient and effective delivery of all other retained service areas with the scope of the overall Parks & Countryside Service.

13. Other Duties

Carry out other such duties associated with the work of the Department as may be assigned by the Director.

Issued by Chief Officer

Date