

Job description

Park Manager (Abbey Gardens)

Band 5

The postholder will predominantly be based in the Abbey Gardens but may be required to work at any of the council venues as required in order to meet the needs of the authority.

This post reports directly to the Parks and Open Spaces Manager.

Key responsibilities and activities

- co-ordinate the day to day work within the designated site and other parks and open spaces in the district as directed.
- assisting in the protection and security of all facilities, equipment within the gardens.
- to protect the integrity and enjoyment of sites by enforcing bye-laws and regulations.
- monitoring contracts and contractors as directed by the Parks and Open Spaces Manager.
- ensuring protection of flora and fauna and development of new areas to improve biodiversity and the horticultural features of the Abbey Gardens.
- day to day management of the Abbey Gardens staff (up to eight).
- effectively manage your team ensuring that regular meetings, supervision and appraisal take place. Ensure the development of the skills and knowledge and maximising the potential of all staff within your team.
- liaising with council colleagues and external event organisers.
- promote and operate a volunteer programme on site and seek partnerships with external operators to assist this process.
- linking with existing volunteer groups and partners.
- carry out general administration work.
- supply accurate records for statistical analysis.
- jobs involve a supervisory element in relation to other employees who may undertake more than one area of activity.

- the job may involve providing advice and guidance on the interpretation of external regulations or legislation. This may include adapting policies and procedures in light of new/changed legislation.
- the jobholder may be responsible for data where accuracy, security and confidentiality are important, budgets and/or high value property. The job will involve coaching less experienced members of the team.
- develop the gardens to ensure that they remain award winning and assist the Parks and Open Spaces Manager in the annual review of the Site Management Plan and oversee improvement projects on-site commensurate with the pay band.
- carry out inspections of play and open space areas as and when required.
- supervise the efficient running of the information point/plant sales area
- carrying out other duties as required by the Parks and Open Spaces Manager commensurate with the pay band.

Standard and Quality

- To complete all work to the standard and quality specified by the Parks and Open Spaces Manager.

Administration

- To produce records and reports as directed by the Parks and Open Spaces Manager in a clear, legible and accurate manner and within the timescale required.
- ensure that staff rotas are updated, and that staff are made aware of when they are expected to work and the duties that they are expected to perform.
- ensure that risk assessments, normal operating procedures and other procedural documentation is maintained and updated.
- ensure that the routine data capture of visitor numbers, volunteer hours and income from the shop sales are accurately recorded.

Customer Care

- To represent the council in a professional manner.
- to ensure that your team are customer focused.

August 2020