

Job description

Parks Infrastructure Officer

Band 4

The post holder will be required to work at West Suffolk Council's premises at West Suffolk House, Bury St Edmunds and Mildenhall Hub, Mildenhall. You will be required to work at any of the Councils sites as required to meet the needs of the authority.

Responsibilities and Activities

- Using data management systems to assist in undertaking work for Grounds Maintenance areas, fences, pitches, ditches, water features, paths, parks sport facilities and all aspects of the green infrastructure
- Assist with the management and maintenance of assets on public open space
- Assist with the design and procurement of works on public open space
- Instruct in house providers and external contractors on all aspects of the green infrastructure
- Develop and maintain positive engagement with key stakeholders and community groups including other council services
- Liaise with and provide support to all Friends/Volunteer groups in West Suffolk
- Manage work in line with agreed budgets
- Deputise for the Parks Infrastructure Manager as required
- Carry out other duties commensurate with the grade as directed by the Parks Infrastructure Manager

Date: September 2025