



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT
JOB DESCRIPTION

POST TITLE: Leisure & Culture Greenspaces Manager

Grade: MGC

DIVISION/SECTION: Property & Leisure/ Leisure & Culture Greenspaces

Location: currently Apollo House

Responsible to: Head of Property & Leisure

**Responsible for: a) Deputising for the Head of Property and Leisure as directed – principally dealing with ‘Greenspaces’ issues.
b) Leadership and management of 19 office based staff (Apollo House) & a further 7 area based staff, with 6 direct reports, Apollo House.
c) Revenue budget responsibility of £3,513,850 (Gross, to be confirmed).
d) Responsible for delivering the HLF bid at South Park, £1m capital investment.**

Post number:

Date: 5 December 2006

Overview

A healthy lifestyle and a good quality of life are the aspirations that inform the work of leisure services. The overriding focus for the Leisure and Culture Greenspace Manager (L&CGM) are the improvement and development of the natural environment, its conservation and restoration, publicly accessible parks and green spaces, and other council land. This should be achieved as part of the wider delivery of leisure services.

Most visibly, the L&CGM will act proactively to improve parks and green spaces leading to a more flexible delivery of a greater range of benefits to the wider Parks and Greenspace community to enable them to make the most of the opportunities that Merton's leisure and cultural services provide.

1. MAIN PURPOSE

- Responsible for delivering a 're-branded' proactive strategic, policy and operational Greenspace service in line with the Council's Community and Business Plans, Service and Department Development Plans.
- Providing an entrepreneurial approach to delivering greenspace services that:
 - Achieves the national target for customer satisfaction of 75% by 2008 (as set out in Public Service Agreement 8.).
 - Actively seeks to secure external finance,
 - Actively seeks '106 finance',
 - Actively seeks finance via the Local Area Agreement framework.
 - Actively seeks to increase income that delivers net surpluses,
 - Seeks to bring more and diverse people into parks and Greenspaces,
 - Integrates strategies for children, young people and teenagers as part of an encompassing approach to parks and greenspace and provision,
 - Identifies the spend per park utilising an accrual accounting principle as proposed by the National Audit Office, in its report Enhancing Urban Green Space (2005-6).
 - Creates more 'fun' in parks and Greenspaces.
- Actively seeks national, regional and local good parks practice and implements it into the parks and Greenspaces service. In particular, securing Green Flag Awards for a minimum of four parks over a two to three year period (2007 – 2009).
- Responsible for the management of all Greenspace procurement policy, making suitable arrangements to secure and retain Best Value for the Council and the community, adopting the criteria of Planning Policy Guidance 17 and the typology it describes to audit and assess greenspace need and provision.
- Working in partnership with Leisure and Culture Development Team to provide a seamless, accessible, and relevant Leisure and Culture Service that is proactive in responding to the communities' needs.
- Setting and monitoring locally relevant benchmarks and performance indicators.

- Sustaining, regularly evaluating and continually improving Council - Greenspace services to ensure equality and diversity principles and best practice are embedded in performance to meet the needs of a diverse community.

2. MAIN DUTIES AND RESPONSIBILITIES

- 1) In the absence of the Head of Property and Leisure to deputise when required and to represent Head of Property & Leisure on internal and external working groups, etc, as agreed.
- 2) To lead and significantly contribute towards the development and strategic management of Leisure and Cultural Services, providing effective and efficient leadership and management of internal and external resources, developing appropriate benchmarks and performance indicators to deliver (but not exhaustive):
 - i. Parks Area Management,
 1. Allotment Service,
 2. Delivery of a front line parks service to the public
 3. Contractor management,
 - ii. Cemeteries Service,
 - iii. Greenspaces Development,
 - b. Strategic Management of 'Friends and Volunteer' Groups,
 - c. The Arboricultural Service,
 - d. Strategic management and oversight of funding and development strategy
 - e. Ecology and Nature Conservation
 - f. Operational management of the Mitcham Warden and staff.
 - g. Design and Development
 - iv. Strategic management of Mitcham Common Warden
- 3) To ensure the effective leadership and team working of L&CGS by deploying resources, motivating staff, undertaking staff appraisals, and taking responsibility for staff training. To be responsible for the appraisal procedure and to implement, where necessary, the disciplinary procedures.
- 4) To manage the capital and revenue budgets in accordance with the Councils objectives, benchmarks, performance indicators, core values, environmental policy, standing orders and financial regulations.

- 5) To report to Council and or committees and forums as well as liaising with users, partner and friends groups to ensure that the services provided match the needs and expectations of users as well as the Councils corporate goals and policy aims.
- 6) To be responsible for preparing bids and applying for outside funding for improvements and capital projects. To actively seek ways of securing additional funding for Greenspace projects from both internal and external sources, including Lottery, Landfill Tax Credit and London Marathon Charitable trust.
- 7) To give advice to outside groups on preparing bids for outside funding including Landfill Tax credits and London Marathon Charitable Trust.
- 8) To deal with all enquiries and complaints from MP's, Councillors, friends groups and the public relating to the post. To be responsible for ensuring that repairs are carried out and to prioritise works based on annual budgets. To liaise with contractors of all kinds, franchisees, statutory providers (gas electric, water etc.), and event organisers
- 9) To produce and tender contracts and to manage contractors on behalf of the Council. To oversee the production of specifications and other key documents. Consult on the specification and tendering strategies and to be responsible for issuing documents and evaluating information supplied by potential contractors, and to make recommendations to Council Committees on suitable contractors
- 10) To be responsible for ensuring that information on database and management IT systems within the areas managed by the post are kept up dated and relevant to the service provided and compliance with data protection regulations.
- 11) To attend committees, panels and working party meetings as required.
- 12) To ensure that Corporate and Departmental Health and Safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.
- 13) To be aware of the Council's Equal Opportunities Policy, to understand it and to adhere to it.
- 14) Be available to carry out such other duties as may be required by the Head of Property and Leisure which are consistent with the grade and scope of the post, as and when required.

OTHER REQUIREMENTS

Health & Safety

To ensure that corporate and Departmental Health and Safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the Council's Equal Opportunities Policy: to understand it and to adhere to it.

Customer Care

To ensure that the Authority's aims regarding customer care and awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



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PERSON SPECIFICATION

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Criteria	Application	Interview	Other Test
Knowledge			
Understanding of the nature and role of Parks and Greenspaces in supporting an integrated Property and Leisure Service.	√	√	√
Understanding of how national good practice in environmental and greenspace issues can and should be benchmarked at local level.	√	√	√
The application of cross-cultural and leisure performance indicators.		√	√
Integrating Childrens and Young people's strategies into mainstream Parks and	√	√	

Criteria	Application	Interview	Other Test
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Greenspace strategic plans.

Taking an entrepreneurial approach to providing Parks and Greenspace, resulting in increased income and lower net costs.

Skills

The ability to deputise for the HoS and to take cross-council/corporate stance in the delivery of services.

√

√

To work with Councillors, and the community to delivery a service that meets the needs of a diverse community.

√

√

The financial management of the service to ensure that income and budgetary targets are achieved.

√

√

To motivate a diverse range of staff to achieve stretch targets.

√

To undertake performance management and appraisals with the objective of developing people, their expertise and abilities.

√

To be able to prepare persuasive applications for grant funding.

√

√

To lead and manage the service to achieve an increase in public satisfaction figures.

√

To integrate service delivery with Cultural Development to engage a wider section of the community to use and value Parks and Greenspaces.

√

√

√

Experience/Training

Turning strategic plans into operational outcomes.

√

√

Criteria	Application	Interview	Other Test
Levering in external finance from, LAAs, 106 agreements.	√	√	
Successful application to Lottery and other boards for finance.	√	√	
The management and development of 'Friends of Parks' groups and volunteers.		√	
Partnership working within and outside of the sector to achieve corporate and service objectives.	√	√	
Undertaking consultation and effectively implementing the outcomes.		√	√
Achievement of national recognition for the service, e.g. Green Flags.			
To have managed externalised and in-house services, applying performance management principles.	√	√	
The management of strategic change and 're-branding' a service.			√