

## Job Description

<b>DIRECTORATE:</b>	Communities
<b>DEPARTMENT:</b>	Economy, Natural Resources & Sustainability
<b>POST:</b>	Green Spaces Enhancement Support Officer
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Green Spaces Enhancement Manager

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### JOB PURPOSE:

The Green Spaces Enhancement Support Officer will assist in the coordination of the Green Spaces Enhancement activities and projects. The post will support the Green Spaces Enhancement Manager to ensure activities and projects are delivered to the timetable and budget laid out, ensuring that outputs, outcomes, and case level indicators are met.

The post will also assist in promoting and implementing positive management of Bridgend County's green open spaces through advising and working in partnership with national, regional and local community organisations and landowners, and promoting volunteering.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supporting the Green Spaces Enhancement Manager in the overall delivery of Green Space Enhancement activities and projects, including procurement processes and contract management.
- Work with Public Service Board to develop opportunities through the Well-being Plans, emerging Area Statements and the Welsh Government funded partnerships to improve natural resource management, and to develop, enhance existing assets and create new environmental assets.
- Support partnership working across the Cwm Taf Morgannwg Health Board region and associated partners, including private landowners.
- Preparation of documents for the decision-making process for the appropriate and effective allocation of programme funds and delivery (in relation to specific areas of expertise) ensuring robust procedures are put in place.

- Co-ordinate all the financial, monitoring and information data for the project and support the preparation of financial claims for submission to funders in line with regulations.
- Coordinate and organise training for members and officers enabling the Public Service Board to understand Natural Resource Management issues and fulfil their statutory obligations.
- Organising and coordinating volunteer groups and establishing a programme of events on countryside management.
- Assist with the development, enhancing, and promotion of existing and new sustainable outdoor activities and tourism opportunities (e.g. walking, cycling/biking, horse riding, water and extreme sports), in conjunction with all sectors including the private sector.
- Production of reports to the local, regional and national boards and partnerships.
- Working in partnership with other departments and agencies, such as the Local Nature Partnerships, Groundwork Wales, Glamorgan Wildlife Trust, Natural Resources Wales and Landowners.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Person Specification

### Green Spaces Enhancement Support Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>QCF (NVQ) Level 4 or equivalent in a related field or an ability to demonstrate competence through experience.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of budget and contract management including public procurement and European financial regulations.</li> <li>Partnership working with public, private and community partners and interagency co-operation.</li> <li>Experience of monitoring and evaluation of grant supported projects.</li> <li>Experience of supporting the delivery of projects.</li> <li>Experience of preparing commissions and tender specifications.</li> <li>Experience of using public procurement and evaluation systems such as sell2wales and bravo solutions.</li> <li>Establishing and coordinating volunteers, networks, co-operative groups or facilitating local supply chains.</li> <li>Experience in supervising contractors.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Proactive and highly motivated, demonstrating energy, vision, enthusiasm, and commitment.</li> <li>Commitment to high quality customer focused service delivery.</li> </ul>	<p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
	<ul style="list-style-type: none"> <li>Ability to exercise sound judgement forming a balanced view based on strong understanding of evidence.</li> </ul>	Yes	
<b>Skills &amp; Personal Qualities Continued</b>	<ul style="list-style-type: none"> <li>Ability to work flexibly, proactively and on own initiative.</li> <li>Well-developed IT skills and ability to use a range of computer packages including GIS, to collate and manage data.</li> <li>Proven communication and interpersonal skills, and ability to influence and negotiate successfully, as well as to deal with challenging circumstances involving customers/ members of the public.</li> <li>Effective problem solving and budget management skills.</li> <li>Full driving license.</li> <li>The ability to communicate through the medium of Welsh.</li> </ul>	Yes  Yes  Yes  Yes  Yes	Interview, application form, and selection process.