

Job Description

Job Title:	Green Infrastructure Policy Officer
Strategic Team:	Parks & Green Infrastructure Team
Service:	Parks and Green Infrastructure
Business Unit:	Parks and Green Infrastructure
Responsible To: (<i>day to day issues</i>)	Green Infrastructure Manager
Accountable To: (<i>line manager</i>)	Green Infrastructure Manager
Salary Grade: (<i>Spinal column points only</i>)	18 – 21 (Grade E)
JE Ref:	SWIS023

1. Key Purpose of Job

- 1.1 To provide an efficient, effective continual policy review and revision supporting the Parks and Green Infrastructure team.
- 1.2 To be accountable to the Green Infrastructure Manager for the delivery of the policies in order to provide a cogent, comprehensive suite of documents with environmental consistency and commonality.
- 1.3 To provide support for the organisation spending review of Capital projects within the service area.

2. Anticipated Outcomes of Post

- 2.1 To review and revise existing policy documents, within the Parks and Green Infrastructure Team, to reflect national and local Climate Change Policy and the Environment Bill.
- 2.2 To support the function of Parks and Green Infrastructure Team in the writing and drafting of policy that will support the Open Spaces Strategy, Tree and Woodland framework, Parks Management Strategy and Green Infrastructure Strategy.
- 2.3 To ensure the policies align with the Torbay Council Local Plan
- 2.4 To Support the creation, maintenance, and mapping of mapping the Open spaces and assets within Torbay

3. List Key Duties and accountabilities of the post

- 3.1 To review the existing policy documents to ensure overall compliance with current government guidance in respect of environmental impacts/climate change.
- 3.2 To review the existing policy documents to ensure overall compliance with current legislation where applicable.

3.3 To review Planning policy to ensure co-ordinated and commonality in policy outcomes, that fit within the service delivery at SWISCo.

3.4 The preparation and writing of policy documents for the Green Infrastructure Manager to produce for Senior Management.

3.5 To ensure that an emphasis of community engagement is included within the policy review.

3.6 To support and respond to colleague input into the policy review.

3.7 To seek and identify legislation changes that could reflect in the service delivery.

3.8 To continually identify and report on funding opportunities which can support the service delivery.

3.9 Experience of GIS as a land management tool and to manage and manipulate GIS data as required by the service.

4. Budgetary / Financial Responsibilities of the post

4.1 None

5. Supervision / Line Management Responsibilities of the post

5.1 None

6. Working Environment & Conditions of the post

6.1 The majority of the time the post holder will be office based, however, the post holder will be expected to make some site visits.

7. Physical Demands of the post

7.1 Some site visits required but no physical exertion required

8. Specific Resources used by the post

8.1 General IT equipment such as laptop to enable hybrid/home working and inspection equipment i.e., Smart Phone.

9. Key Contacts and Relationships

External –

- Torbay Council Departments
- Nearby District Councils
- Contractors
- Governing bodies

- Partners relating to the service area

Internal –

- Operational teams/Service Managers
- SWISCo employees from across the Company
- Board of Directors for SWISCo
- Senior Management Team

10. Other Duties

10.1 To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) SWISCo operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the SWISCo, or associate company buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and SWISCo or associated company vehicles.
- c) SWISCo does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant SWISCo Policies and Procedures.
- e) The post-holder must comply with SWISCo Health and Safety requirements as outlined in the H&S policy appropriate to the role.
- f) This post is applicable for hybrid working, both from home and at Aspen Way but the post holder may be required to move their base to any other location within the company at a future date.
- g) The post-holder must be committed to the SWISCo Core Values for employees as defined in the employee handbook - Evidence will be sought during the probation and appraisal processes.
- h) If you are required to use your own vehicle on SWISCo business or drive a SWISCo vehicle you will be asked to provide information on any driving endorsements by accessing www.gov.uk/view-driving-licence and providing a code to your Line Manager in order to share your driving licence information with the company.
- g) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions
- h) SWISCo is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

Person Specification

Job Title:	Green Infrastructure Policy Officer	Strategic Team	Green Infrastructure	Service:	Parks and Green Infrastructure	Business Unit:	SWISCo Ltd
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Clear numerical and analytical skills. 2. Ability to demonstrate effective and high standard of communication skills which are adaptable to the audience being communicated to. To include all verbal and written formats. 3. Ability to demonstrate effective time management and prioritisation work planning skills in order to achieve and maintain effective work performance along with the ability to meet tight deadlines. 4. Ability to demonstrate effect and collaborative team work and to demonstrate how effective contribution can successfully achieve the wider service performance objectives. 5. Ability to demonstrate interpersonal skills required to develop, foster and maintain effective working relationships whilst developing interest with other departments on issues related to the work of the Authority. 6. Ability to demonstrate lateral and innovative thinking in order to work within the scope of corporate policies in order to achieve required outcomes. 7. Ability to demonstrate clear and accurate attention to detail. 8. Ability to demonstrate creative and innovative problem-solving skills in order to reach a successful solution/conclusion. 	<ol style="list-style-type: none"> 1. Ability to demonstrate negotiation and influencing skills to reach effective solutions. 2. Effective production of clear and concise reports with well-reasoned recommendations as well as be able to demonstrate presentational skills to a variety of target audiences. 3. Demonstration of effective site assessment skill.

Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<p>9. Ability to demonstrate work with a one team one goal ethos with an awareness of equal opportunities.</p> <p>10. Ability to demonstrate flexible working in order to meet changing demands of the service.</p> <p>11. Effective and efficient customer service skills with a community engagement focus.</p> <p>12. Demonstrable high level skills in using PC based applications and software, to include Office 365.</p>	

Essential Knowledge:	Desirable Knowledge:
<p>13. Demonstrable understanding of Green Infrastructure practices and procedures.</p> <p>14. Effective knowledge and understanding of policy writing and production, to include research, benchmarking and networking.</p> <p>15. Effective knowledge and understanding of how to ensure compliance within legislative requirements and how that is interpreted into a sound and effective policy.</p> <p>16. Effective knowledge and understanding of how to introduce and integrate policy changes into effective and successful working practices.</p>	<p>4. Knowledge and understanding of the statutory duties of a Local Authority.</p> <p>5. Knowledge and understanding of contracts and payments procedures and management of associated works.</p> <p>6. Knowledge and understanding of what assessments are undertaken as part of site reviews.</p>

Essential Experience/Achievements:	Desirable Experience/Achievements:
<p>17. Previous experience of service delivery with a high regard to customer focus.</p>	<p>7. Experience in the use of computer aided design or GIS packages</p>

18. Previous experience of interpreting legislation and drafting effective policies.	
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Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
19. A Degree in Environmental Science or equivalent/related subject	8. A degree in Environmental Science or equivalent/related subject with two years experience

<p><u>Essential – Other requirements of the job role</u></p> <ul style="list-style-type: none"> • Ability to carry out the physical requirements of the role (i.e. manual handling, outdoor working) • Ability to travel efficiently around the Bay in order to carry out duties • Ability to accommodate unsociable hour • Ability to accommodate home-working
