



Job Description

Job Title	Green Infrastructure Project Manager
Directorate	Neighbourhoods and Housing
Service Area	Streetscene Services
Grade	7
Competency Level	2
Salary	£40,777- £46,142
Job Type	Hybrid
Location	Various
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	Not Applicable

Job Purpose

To assist Lead Officers and members in the development, improvement and enhancement of the City Council's Green Infrastructure.

Directly Responsible For:

From time to time, contractors, volunteers and externally funded and time limited posts Please provide a brief description of the number and type of staff the post holder will be responsible for both directly and indirectly



Directly Responsible To:

Head of Parks & Greenspaces

Main Areas of Responsibility:

- To identify, develop and manage delivery of green infrastructure projects through the S106 approval process including responsibility to progress proposals to the officer working groups and S106 sub committee
- To proactively manage caseloads and projects with responsibility to ensure that project proposals have the relevant support and information for decision making by lead officers and members
- To support lead officers and members in the management of S106 monies by updating systems and monitoring expenditure by internal services and external bodies through robust record keeping and administration of information systems
- To liaise with S106 Officer and the Planning Enforcement Officer to have an understanding of contributions and opportunities citywide
- Develop and maintain positive relationships with internal colleagues such as Streetscene Services or Sport and Outdoor Recreation and appropriate external agencies & partners including, but not restricted to, the Environment Agency and Natural England
- To contribute to supplementary planning documents and other Council reports as and when required by planning colleagues and Lead Officers
- To seek to maximise opportunities through the identification and management of S106 contributions, monitoring the delivery and use of resources and to work proactively to identify possibilities to maximise use of funding
- To maintain awareness of innovation, trends, legislation and developments relative to the development of the City Council's green infrastructure and S106;



- Maintain awareness of sources of external and/or partnership funding opportunities
- To assist planning colleagues and S106 Officer in their S106 negotiations by providing information as and when required
- Maintain awareness of Corporate Strategies and objectives:
- Lead, motivate and manage any contractors, volunteers and externally funded & time limited posts assigned to the post holder;
- Responsible for capital and/or revenue budgets as assigned
- Prepare reports to Cabinet and various Committees of the Council as required;
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- No direct supervisory or line management responsibility.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.



Physical Demands of the Job:

Whilst not a physically demanding role from time to time you will be on site within our Parks and Greenspaces and therefore will work in an outdoor environment all year round

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.



[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree in a related discipline, or equivalent level of qualification or experience (A, I)

Desirable

- Membership of a relevant professional body

Experience

Essential

- Experience of working in a customer focused environment including dealing with difficult customers (A, I)
- Experience of partnership working; both within and with bodies external to the City Council (A, I)

Desirable

- Experience of assisting with the development and submission of successful bids for external and partnership funding
- Experience of delivering community based projects (ideally parks and green spaces) improvements and development initiatives



- Experience of producing reports and update documents for key stakeholders including lead officers and members
- Experience of working in a local authority planning service
- Experience of both attending and hosting site meetings in relation to projects

Skills/Abilities

Essential

- Ability to organise and prioritise own workload and to meet deadlines including urgent responses (A, I)
- Ability to support the commissioning of activity that will deliver the priorities and strategic outcomes (A, I)
- Ability to take individual responsibility and to work as part of a team (A, I)

Desirable

- Strong IT skills including MS Word, Excel, PowerPoint, Internet and email
- Excellent communication skills including both oral and written communication
- Developed communication skills in a range of media
- An understanding of the principles of budgeting and financial management
- An understanding of the principles of problem solving
- Ability to engage and consult with a range of stakeholders using appropriate tools and to give clear, accurate advice on process
Able to demonstrate the ability to assimilate and understand information rapidly
- An understanding of the administrative and legal procedures in respect of planning in England



Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- To promote and develop the City Council's commitment to equal opportunities
- To commit to continuous improvement and ongoing personal development
- To maintaining continuously high standards of customer care

Other

Essential

- Requirement to work outside standard hours; including, as required, during evenings and at weekends (A, I)

Desirable

- Full UK driving licence category B