



## Job Profile

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|-------------------|-------------------------------|
| <b>JOB TITLE:</b> | <b>Green Spaces Inspector</b> |
| <b>GRADE:</b>     | Scale 5                       |
| <b>POST NO:</b>   | TBC                           |
| <b>JOB TIER:</b>  | 5                             |
| <b>DBS CHECK:</b> | Not Required                  |
| <b>GROUP:</b>     | Residents Services            |
| <b>SERVICE:</b>   | Green Spaces                  |

### REPORTING STRUCTURE

|                          |                                       |
|--------------------------|---------------------------------------|
| <b>Reports to:</b>       | <b>Green Spaces Technical Manager</b> |
| <b>Direct Reports:</b>   | None                                  |
| <b>Indirect Reports:</b> | None                                  |

### ROLE PURPOSE:

To ensure all our parks & cemeteries and their facilities are safe for all users and Council owned land is protected from possible encroachment from neighbouring properties.

# A. Job Description

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## 1. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

## 2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

## 3. Operational Service Delivery

- To undertake the routine inspections of all the Councils Playgrounds, Outdoor Gym's, Skate Parks and BMX tracks to ensure they meet with RoSPA standards of safety.
- To carry out inspections of all Parks and Green Spaces including cemeteries to ensure the safety of our visitors by implementing and maintaining Risk Assessments.
- To undertake Accident Claim investigations.
- To inspect and act upon any land encroachment.
- To undertake inspections relating to complaints or problems received.
- To implement, update and maintain the Risk Assessments relating to Parks including cemeteries and the visitor experience.
- To liaise with departments such as Insurance and Estates and Valuation.
- To respond quickly to public enquiries as directed, and submit written reports as necessary
- To maintain and update a database of all inspections
- To ensure any actions indicated by the Insurance Company Engineer are acted upon with a level of urgency.

#### **4. Service Planning & Development**

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

#### **5. Financial & Resource Management**

- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

#### **6. Continuous Improvement**

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

#### **7. Contacts**

- Officers up to Service Manager level, Contractors, Ward Councillors and Residents

#### **8. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- Any other additional responsibilities

#### **9. KEY PERFORMANCE INDICATORS**

- Delivery against agreed PADA objectives.
- To meet standards as set by RoSPA and the H&S Act

## B. Person Specification

### Green Spaces Inspector

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

| <b>1. QUALIFICATIONS</b><br>(list)                                                                                     | <b>ESSENTIAL</b><br>✓ | <b>DESIRABLE</b><br>✓ |
|------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| ROSPA RP11                                                                                                             |                       | ✓                     |
| Good Standard of English & Mathematics                                                                                 | ✓                     |                       |
| <b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b><br>(describe)                                                        | <b>ESSENTIAL</b><br>✓ | <b>DESIRABLE</b><br>✓ |
| Must have a full, clean UK drivers licence or equivalent                                                               | ✓                     |                       |
| Able to work flexibly to meet the needs of the service                                                                 | ✓                     |                       |
| Must be able to cover rough terrain, and travel to all parts of the Borough in order to undertake inspection functions | ✓                     |                       |
| <b>3. EXPERIENCE</b><br>(describe)                                                                                     | <b>ESSENTIAL</b><br>✓ | <b>DESIRABLE</b><br>✓ |
| Previous experience of undertaking administrative support functions                                                    | ✓                     |                       |
| Previous experience of operating/applying and inspecting ;-                                                            |                       |                       |
| -Routine Playground inspections                                                                                        | ✓                     |                       |
| =Park inspections                                                                                                      | ✓                     |                       |
| -Surveying land for possible encroachment                                                                              |                       | ✓                     |
| Safety Inspection & Assessment of Memorials                                                                            |                       | ✓                     |
| <b>4. KNOWLEDGE &amp; SKILLS</b><br>(list)                                                                             | <b>ESSENTIAL</b><br>✓ | <b>DESIRABLE</b><br>✓ |
| Sound knowledge of ICT and an ability to use a variety of software packages                                            | ✓                     |                       |
|                                                                                                                        | ✓                     |                       |
| A good understanding of the legislation surrounding Playgrounds                                                        | ✓                     |                       |
| -Risk assessments                                                                                                      |                       | ✓                     |
| -Accident claim investigation.                                                                                         |                       |                       |

|                                                                                                                                                                                                               |                  |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| -Land Encroachment<br><br>To have a comprehensive knowledge of Health and Safety Legislation<br><br>Ability to work on own initiative and plan working time effectively                                       | ✓<br><br>✓       |                  |
| <b>5. COMPETENCIES</b>                                                                                                                                                                                        | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| <b>“Can do” positive attitude</b><br>Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.                                            | ✓                |                  |
| <b>Takes responsibility and delivers results</b><br>Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.                                   | ✓                |                  |
| <b>Team working</b><br>Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring. | ✓                |                  |
| <b>Communication</b><br>Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.          | ✓                |                  |
| <b>Customer Care</b><br>Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.                 | ✓                |                  |
| <b>Takes ownership of personal development</b><br>Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.            | ✓                |                  |