



South Tyneside Council

REGENERATION AND ENVIRONMENT

JOB DESCRIPTION

POST TITLE: Playground Officer

GRADE: Band 5

RESPONSIBLE TO: Green Space Manager

Overall Objectives of the Post:

Under the direction of the Greenspace Manager ensure the effective management and maintenance of Outdoor Facilities and Greenspace Service assets in line with Council procedures and strategies. Provide support and assistance to other teams within Greenspace as and when required.

Key Tasks of the Post:

1. ***In consultation with the Green Space Manager, proactively manage, inspect and maintain parks, playgrounds, seafront, allotments and service assets, which fall within the remit of the section. You will:***
 - Provide a documented co-ordinated inspection service of parks, playgrounds and open space, which fall within the remit of the Outdoor Facilities and wider Green Space Sections.
 - Action repairs arising from inspections and third party reports of defects.
 - Support the Outdoor Facilities Officer in relation to the management of the foreshore and fairground. This may include providing a supervisory presence during holiday periods and weekends.
 - Raise invoices, repair orders and monitor budgetary spend.
 - In consultation with the Outdoor Facilities Officer, ensure compliance with all relevant health, safety and insurance requirements relating to assets under the control of the section.
2. ***To assist with the development and maintenance of site management plans. You will:***
 - Understand and ensure the delivery of the key performance indicators within the service area.
 - Seek funding for the development and maintenance of existing and new green space sites in line with Council priorities.
 - Develop, review and maintain management plans for the Green Space Service.
3. ***To develop and maintain partnerships with associations, volunteers and friends of groups. You will:***
 - Arrange meetings and formulate action plans arising from user forums.
 - Liaise with Area Management to develop a co-ordinated approach to site management.

**4. To assist with the management of databases associated with the Green Space function.
You will:**

- Service existing database systems.
- Introduce and service new database systems.
- Assist with research and monitoring information.
- Ensure compliance with audit requirements.

5. To provide support to other teams across Asset Management and Green Space, as and when required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: NG/KDS

Date: 17.06.20