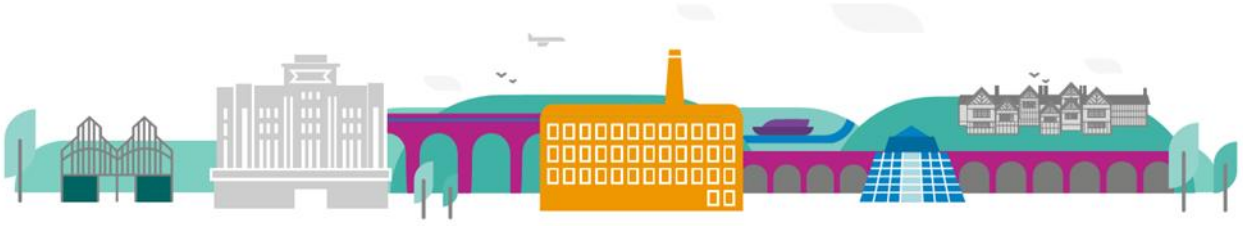


Job Profile and Working for Stockport

Stockport
team
ambition
respect

Stockport
to keep the people of Stockport at the heart of what we do.

Team
to succeed as a team, collaborating with colleagues and partners.

Ambition
to drive things forward with ambition, creativity and confidence.

Respect
to value and respect our colleagues, partners and customers.

Our Council

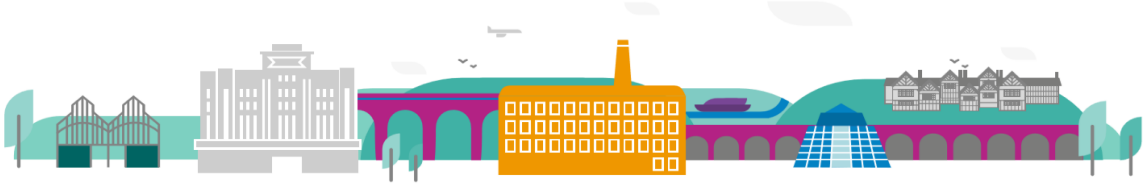
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at https://greater.jobs/locations/stockport/



About the Job

Role:	Neighbourhood Project Officer
Service Area:	Neighbourhoods Service
Directorate:	Services to Place
Salary Grade:	Scale 6

Main Purpose of the Job

To facilitate and enable the community to fully participate in managing and planning projects to meet their needs and those of the public space in line with Council priorities.

To deliver soft and hard landscape infrastructure works projects across the borough.

Key Responsibilities

- To contribute to the achievement of the key objective for Neighbourhood Team to 'provide and maintain a safe, clean and sustainable public realm' in the most efficient and effective way, both within the post holder's specific remit and across the section and Council as a whole.

- To manage the Neighbourhood Team's relationship with the community, stakeholders, partners and residents and to lead on issues relating to consultation in order to encourage wider participation in the development and promotion of the borough's public spaces.

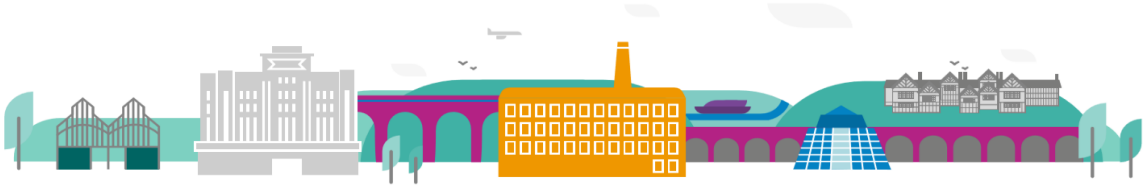
- To actively coordinate the identification of funding opportunities, oversee the application process and ensure project delivery and reclaiming of funding in order to improve public spaces within the Borough.

- Ensure effective community engagement is achieved and that community and partner aspirations are embedded in the Neighbourhood Team's objectives.

- To facilitate and attend meetings with local residents, community groups, elected members and other stakeholders.

- To provide advice, support and guidance to individuals, local groups and Council officers on ways of establishing and maintaining relationships with third sector agencies.

- To assist in the delivery of infrastructure works. Preparing specifications, identifying and assessing suppliers and evaluating quotations.



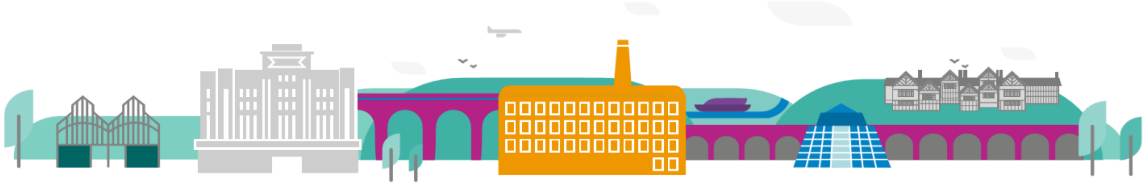
- To deliver multiple landscape / infrastructure projects within allocated budgets.
- To assist in the reclamation of illegally occupied Council land and, as required, land owned by others.
- To investigate and determine boundaries, covenants and address land encroachment issues.
- To support community events and taskdays in liaison with stakeholders.
- To work with marketing and communications in the delivery of signage, leaflets, posters, information and interpretive media.
- To contribute to the Service's continuous improvement by ensuring service standards are met or exceeded. Ensuring that customers are kept informed in a timely manner and accurate records are kept of all aspects of a customer enquiry.
- To work flexibly within the role and support the general activities within Public Realm Services, the Council. This will be on the basis of a standard 37 hour week spread flexibly across seven days as required in the interests of the service and in accordance with the Council's and service's flexible working policies.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You



Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
  - Keeping the people of **Stockport** at the heart of what we do
  - Succeeding as a **team**, collaborating with colleagues and partners
  - Driving things forward with **ambition**, creativity and confidence
  - Showing value and **respect** to our colleagues, partners and customers.

- Experience of working with community groups, including their establishment and the provision of on-going support. [Essential]
- Experience of specifying and letting of minor works / landscape schemes.
- Experience of working in a land-based industry, e.g. horticulture, land management, public spaces. [Essential]
- Experience of dealing with customers, e.g. enquiries and complaints. [Essential]
- Experience of developing, and working to, written procedures.
- Proven track record in implementing agreed policies and strategies.
- Experience of organising community events and task days (including Health & Safety risk assessments).
- Able to demonstrate knowledge and understanding of the Council's objective to provide and maintain a safe, clean and sustainable public realm.
- Ability to form good working relationships with other agencies / departments / stakeholders.
- Excellent written communication skills and the ability to write formal letters and reports. [Essential]
- Ability to work under pressure and at the same time deliver on commitments and meet performance targets. [Essential]
- Excellent ICT skills and the ability to maintain records in the services management information system. [Essential]
- Able to demonstrate knowledge and understanding of accessing third party funding and public consultation exercises.
- Awareness of Stockport Council's financial regulations, particularly with regard to procurement.
- Understands and recognises the challenges of working within a political context.
- Full UK driver's license and have access to a car for work. [Essential]