



Role Profile

Job Title: Green Infrastructure Programme Manager	Role Profile Number: RTH58
Grade: S	Date Prepared: February 2022
Directorate/Group: Strategic Development	Reporting to: Head of Strategic Place
Structure Chart attached:	No

Job Purpose

To coordinate delivery of a programme of landscape, public realm and leisure schemes and to oversee the Great Western Community Forest (GWCF) programme.

With respect to landscape, public realm and leisure schemes, these will range from the delivery of major new public open spaces through to the creation of new play parks. The programme management role will include overseeing the masterplanning, detailed design, specification, procurement and contract management of schemes.

With respect to the GWCF programme, to work with a range of stakeholders to secure woodland provision within the Borough and the wider GWCF area. This includes seeking improvements for landscape and nature conservation, woodland creation and management and public access. This involves significant community engagement and partnership working with landowners, management agencies and tenants.

The post holder has staff and budget management responsibilities.

Key Accountabilities

- Ensure that projects are being delivered to meet the specified standards, provided in the required timeframes and delivered within budget.
- Coordinate Liaison with adopting bodies (Highways/parish Councils etc.) to agree the orderly handover of completed projects for adoption.
- Ensure adherence to H&S obligations, with particular reference to the Construction, Design and Management (CDM) regulations and designer's risk assessments.
- Act in accordance with and execute the responsibilities and duties required by the CDM Regulations.
- Ensure that projects are been administered in accordance with Council standing Orders and governance, including the preparation of reports, business cases, capital bids, briefing and decision

notes.

- Present schemes to Council Committees and Council member briefings.
- Maintain a thorough and current knowledge of existing and emerging standard forms of contract and advise team members on their appropriate selection at project inception and in their administration during the course of implementation
- Maintain a thorough and current knowledge of existing and emerging relevant specification systems (incl. NBS) and advise team members on their appropriate selection at project inception and in their administration during the course of implementation
- Lead on the management of the GWCF programme, including projects at both the local and national scale (such as Trees for Climate). Involving project conception and initiation, work programming and project management.
- Line management of GWCF project officers and organisation and supervision of volunteer staff, in order to ensure successful delivery of projects. This includes the supervision of staff allocated to each project, work programming, undertaking appraisals as appropriate and providing advice and support.
- Management of budgets allocated to each project and overall programming including, budget monitoring responsibilities.
- Proactively leading on fundraising and grant applications relevant to and in pursuit of the aims of the GWCF business plan and associated projects.
- Lead on the development of new procedures and protocols for grant administration, scheme accreditation and monitoring and administer projects in accordance with Council standing orders and governance protocols, including the preparation of reports, business cases, capital bids, briefing and decision notes.
- Lead on the preparation of short, medium and long-term objectives for the GWCF and other initiatives including the preparation of business plans and review of Forest Plan as the strategic document guiding long-term programme objectives.
- Represent GWCF interests at, and support, regional and national level working including within England's Community Forest network and DEFRA.

Knowledge and Experience

- Bachelor Degree (minimum) and/or postgraduate qualification (preferred) in Landscape Architect or Forestry/Countryside Management/Land-based discipline or equivalent as recognised/endorsed by the relevant professional body.
- Membership (or eligibility for membership by qualifications and experience, see above) of a relevant professional body (e.g. CMLI, CIEEM or suitable equivalent),
- Post qualification experience working at a senior level in landscape practice and / or managing woodland and environment related projects (essential for the role and required by professional bodies).
- Project Management qualifications (minimum of Prince 2 foundation or equivalent)
- Ability to manage contractors and resolve conflict in relation to contractual matters.
- Proven project management skills and an ability to work well under pressure, with minimum supervision to enable project delivery in accordance with a client brief, to specification, budget and on time.

- A successful track record in implementing landscape schemes using key standard forms of contract.
- Conversant with construction Health and Safety and CDM regulations, duties and the ability to produce designer's risk assessments for projects.
- Experience of working directly with clients, the community, council members, senior officers, stakeholders, partners and developers in development management and the delivery of projects.
- Experience of budget and resource management and monitoring as well as leading on fundraising and grant applications.
- Experience of managing staff.
- Experience of organising and running events, such as community tree plants, involving media outputs, coordination of dates and collaboration with the press, landowners, parishes and interest groups, as well as management of volunteers and project staff including preparation of risk assessments and contingency planning.
- Excellent communication skills including detailed report writing, presentation and analysis. These skills are necessary for and evidenced by Cabinet Member Reports, and attendance at national conference events and meetings.
- Computer literacy in word processing, database, spreadsheet, GIS, budget monitoring and presentation packages. Experience of virtual meeting software is highly preferable.
- The ability to make site visits.

Decision Making

- Financial decision making regarding tendering and management of expenditure to meet budget targets.
- Ability to identify future funding options to deliver further phases of the programme of works
- Organising project work tasks to ensure efficient time management and project delivery. Many projects are subject to seasonal considerations. Impact of decision affects measurable outputs.
- Procure an appropriately skilled professional services team to deliver design responsibilities.
- Procure any additional services and or surveys agreed with the professional team required to successfully complete the delivery of the schemes.
- Ensuring health and safety, council policy, government directives and legal requirements are incorporated into evolving landscape design schemes.
- Regular and timely decision-making in relation to the GWCF programme and associated projects, taking account of the potentially long-term consequences for Swindon's environment in terms of climate change, ecology, health and GI.
- Principal point of contact for negotiation on woodland planting schemes, requiring decisions to be made on the acceptability of proposals.
- Work planning and prioritising through GWCF business plan involving the allocation of projects and determining timelines of key activities for annual work planning, planting seasons and new projects
- Budget allocations relating to overall project activity, involving day-to-day decisions about spend, programming, risks and mitigation.
- Management of staff including recruitment and development as well as the management of volunteer staff and decisions related to training needs and risk assessments.
- Negotiation on behalf of the Council in s106 and land management agreements resulting in legally binding covenants, land exchanges, financial contributions and other obligations.

Creativity and Innovation

- The post-holder will be required to conceive and develop innovative projects based on creativity and experience and using new approaches to tackling broad issues such as social exclusion, educational attainment, economic regeneration, health and well-being as well as climate change.
- Influence national, regional and local plans and policies: responding to consultations and represent the GWCF on steering groups and at regional/national workshops tapping into new funding streams and broadening partnership working to engage with “non-traditional” partners.

Job Scope

- Lead officer for the provision of all technical and management matters relating to the GWCF programme and associated woodland creation projects, including responsibility for the organisation and programming of project work and associated budgets.
- Line management responsibility for GWCF Project Officer(s) to include recruitment, appraisals (PDPs) and related supervision including identifying training needs and providing professional support.
- Responsible for engaging and supervising voluntary staff for key events including outlining formal working arrangements, risk assessments and overall project management.
- Responsible for the SLA/contract/working arrangements with England’s Community Forests including the Trees for Climate Project (via Cheshire West and Chester Council)
- Whilst using the adopted practices and policies of the Council, the role holder is also expected to be involved in continuous improvement to ensure efficient and effective working practices are introduced and employed.
- Effective communication and provision of expert advice and technical guidance to a wide audience, involving extensive partnership engagement and working across public, private and charitable sectors to further the aims of the GWCF and the Council’s priorities. This requires strong skills in inspiring and motivating stakeholders, and those with land management and investment interests, to become involved in and enthusiastic about the programme.

Budget and resources

- The post is a budget holder for both landscape capital projects and projects forming part of the councils wider corporate capital programme, currently ranging from c£50k to £3.6m. Authorised signatory for contractual payments and invoices.
- Grant management responsibility for projects and initiatives such as Trees for Climate project (£640 million Nature for Climate fund nationally over 5 years).
 - £750,000 approx. DEFRA revenue funding to cover project development, staff, contract costs and technical support.
 - £5-6 million approx. capital funding for woodland creation
 - Potential future income and “blended” models of finance opportunities through carbon offsetting, biodiversity and water quality through woodland creation.

Contacts and Relationships

- Array of contacts and relationships day to day across the Council, including (but not limited to) the wider Planning team, Property and Economy and Growth colleagues, and close working with members of Masterplanning, Design & Conservation team including the Arboricultural officer, Landscape

colleagues, the consultant Archaeologist and the consultant Ecologist; to provide professional judgements on land use planning proposals, planning applications as well as policy formulation. Additional professional connections with Legal and Finance colleagues in terms of drafting and circulation of cabinet and committee reports and liaison with colleagues in PR/Media to initiate output and updates to the website (or other media formats), respond to enquiries and undertake initiatives as may be required to promote the work of the GWCF including calls for potential woodland creation sites, new projects and tree plant events

- Daily contact with landowners, tenants, the public, key stakeholders, community organisations and Members of the Council. This includes collaboration and joint working in the pursuit of woodland creation as well as ongoing engagement throughout the statutory planning process, formalised through the Statement of Community Involvement. Presentations to Parish liaison groups, Parish Council meetings, public and/or community meetings, Council Working Parties and Committees. Also daily contact responding to telephone, e-mailed or written enquiries on a range of related queries and providing expert advice.
- Lead officer and representative for the Council with Government Bodies such as DEFRA, Environment Agency, and Natural England in relation to all aspects of woodland creation and GWCF initiatives. Close working with Regional and Local Organisations and partnerships such as Cheshire West Council, the Primary Care Trust, Wiltshire Wildlife Trust, Woodland Trust, and the AONB as well as engagement with research bodies within academic and public sector.

Other Key Features of the role

- Innovate in service delivery – ensuring the GWCF and woodland creation projects act as a vehicle for the delivery of corporate projects and priorities.
- Personal drive and resilience as this is a specialist role and the only one of its kind for Swindon Borough Council – assisting in delivering change and leading by example seeking out learning opportunities and advice and support from external specialist bodies.
- Flexible in approach to secure the main aims and objectives of the role including out of work hours attending Committees, conferences and meetings and lone working on site visits and meetings away from the office.
- Business awareness – anticipate changes to service delivery and put strategies in place
- Technical competence – extensive and thorough knowledge and experience of GWCF, Woodland creation and associated land management, biodiversity and health benefits and the application of statutory legislation and policy
- Excellent verbal and presentation skills – to present ideas to a range of contacts and stakeholders and influence decisions.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	