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## FLEXIBLE ASSISTANT PARK MANAGER

### JOB DESCRIPTION

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<b>JOB TITLE:</b>	Flexible Assistant Park Manager (2 roles)
<b>BASED:</b>	This role will be based in any of the Royal Parks.
<b>SALARY:</b>	£36,076 - £42,441 per annum
<b>TERMS:</b>	Permanent contract on a full time basis.  26 days annual leave pro rata, plus Public Holidays. A pension scheme is available.
<b>CONDITIONS:</b>	Requirement for flexible working across all of the royal parks, and willingness and ability to work the hours necessary, particularly at times when major events are taking place in various parks.
<b>REPORTING TO:</b>	The Director of Parks, but for block periods and day to day will report to the Park Manager of which ever park they are working in.
<b>KEY INTERNAL RELATIONSHIPS:</b>	The respective Park Manager, other respective Park Team members, Director of Parks, Head of Park Services, Health & Safety Committee, Green Housekeeping Committee, Project Teams, Works Management Group, Catering Manager.
<b>KEY EXTERNAL RELATIONSHIPS:</b>	Park Contractors and Concessionaires, Officers and representatives of government departments and other public bodies. Local authorities, professional bodies, non-government organisations, charities, voluntary bodies and members of the public, Military and Police, Friends Groups and other stakeholders, Safer Parks Panel, Royal Parks Wildlife Groups.

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### BACKGROUND:

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The Royal Parks (TRP) is a charity created to support and manage 5,000 acres of Royal parkland, looking after eight of London's largest open spaces; Hyde, The Green, Richmond, Greenwich, St James's, Bushy and The Regent's Parks, and Kensington Gardens. They also manage other important open spaces in the capital including Primrose Hill, Brompton Cemetery, Victoria Tower Gardens, Canning Green and Poet's Corner.

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## JOB PURPOSE:

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These roles will carry out a range of Park Management functions in an assistant manager capacity working in various parks and other sites managed by TRP.

There are 2 new Assistant Park Manger Roles. These will be used to provide resilience, extra resource, support and to cover absence across all of the Royal Parks but importantly provide post holders with the opportunity to develop their skills and experience through working in a range of parks and sites managed by The Royal Parks. These roles will be mostly used to facilitate projects or specific work programmes for an agreed amount of time – typically up to 3-9 months, but could include short-term placements to undertake specific roles. This may be as part of an existing team or by working independently, but will always be answerable to the Park Manager of the park in which they are working.

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## MAIN DUTIES/RESPONSIBILITIES

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- To manage the day to day operation of the Landscape Maintenance Contract including the issuing and monitoring of scheduled and unscheduled work and approving work for payment.
- To monitor and supervise other contracts, e.g., Works Contract as required, including liaison with the works consultant, issuing orders, etc.
- To assist with the management of arboricultural contractors, including preparing/checking work schedules.
- To monitor and assist in the planning and operation of the Nursery Services Contract.
- Undertake the design and management of bedding schemes, tree planting and minor landscape works as required.
- To undertake selection and procurement of horticultural items including furniture, trees, shrubs, bulbs, etc.
- To liaise with the Metropolitan Police Royal Parks Operational Command Unit on operational matters, and with third parties on items which may affect the day to day running of the Park.
- To assist other Assistant Park Managers and to deputise for the Park Manager during periods of annual leave, sickness, and other occasions as required, and to similarly deputise for Assistant Park Managers as required.
- To deal with enquiries from members of the public, Friends Groups, contractors, event organisers and others through correspondence, telephone and attending meetings, occasionally outside of normal office hours.
- To assist with interpretation of the Park and with public relation initiatives.
- Assisting with events and filming, including planning and monitoring, supervision and monitoring out of normal hours.

- Liaise between event and filming organisers, term contractors/concessionaires, and Royal Parks staff to ensure that the aims of TRP are upheld.
- To assist with the review of service provision as required, including writing specifications and participation in working groups.
- To assist with the preparation and management of individual budgets.
- To assist with the development and implementation of Biodiversity and Sustainability Initiatives and support other park related programmes e.g. Apprenticeship Scheme and Green Flag.
- Keep contract information and maps updated with feature changes, new measurements, standards, costs, etc., as they occur.
- Attend seminars, exhibitions etc., to keep abreast of current developments.
- To provide support on planning and licence matters as required.
- To undertake a wide range of park projects.
- To be aware of the responsibilities and implement the policies described in the Health & Safety Manual and summarised in the Health & Safety Handbook.
- To ensure compliance with Health & Safety regulations by all staff, contractors and volunteers working in the parks.
- To act as the Local Health and Safety Representative if required.
- To manage staff and volunteers as required Undertake other related duties as directed.

**Examples of the type of specific duties/projects that the Flexible APM's will be asked to carry out:**

- To assist with the delivery of park events and ceremonies and associated activities including their planning, design, management and supervision, to bronze and silver level.
- To assist with associated stakeholder consultation and support and the co-ordination of build and de-rig programmes.
- To work on, managing and undertake a range of specific projects both park specific and cross-parks. These will include horticultural developments and improvements, supervision and park management initiatives.
- To work with the nursery manager and assistant park managers to collate annual season bedding requests, and input into the nursery software to schedule growing and delivery programmes.
- To assist park teams involved in pest and disease management programmes, working with colleagues and managing volunteers.
- Preparation of applications for grant schemes such as Countryside Stewardship.

## PERSON SPECIFICATION

Competencies/Selection Criteria	Essential/ Desirable
<b>Qualifications/ Knowledge/Experience</b>	
Sound knowledge and relevant broad experience of park management with a high level of proficiency in Amenity Horticulture.	E
The post holder should hold a relevant qualification at degree level, or equivalent e.g., BSc Horticulture or considerable relevant experience.	E
Knowledge and experience of contract management including writing and reviewing specifications, ordering and supervision of work and handling general contract issues.	E
General knowledge of Landscape Management Software (CONFIRM and Arbortrac are used by TRP).	D
A good knowledge and competence in using IT packages, including the Microsoft Office suite and ability to learn new packages as required.	E
A thorough knowledge of Health and Safety principles, roles and responsibilities.	E
Proven financial management and control skills, and ability to plan within budgets.	E
Experience of preparing information for external audits, such as ISO14001.	D
Experience of dealing with enquiries from the public and other stakeholders, and of resolving associated issues.	E
Experience of report writing and proof reading, and ability to present reports to a high standard.	E
Project Management experience.	D
A valid current UK driving licence.	E
<b>Skills/Competencies/ Personal Qualities</b>	
Excellent communication, interpersonal and negotiation skills, and the ability to communicate confidently at all levels both within and outside of the Royal Parks.	E
The ability to build productive relationships with colleagues (including volunteers) and contribute to the development of team skills.	E
Excellent time management skills with the ability to work on own initiative with minimal supervision.	E
Understanding of the concepts of access, diversity and equality of opportunity.	E
Able to demonstrate a highly motivated, flexible and innovative approach to work and produce high quality and accurate work to deadlines.	E

Able to work flexibly outside normal office hours, including some weekends and evenings to attend meetings and assist with special events; and to participate in an out of hours callout rota.	E
Able to identify customer needs and have a good understand of good customer service.	D
Ability to think creatively to solve problems in potentially variable and diverse situations.	D
Membership of an appropriate professional institute e.g. CIH.	D
<b>Flexible Assistant Park Manager Specific Role Competencies</b>	
Experience of working at an operational level with external delivery partners on the management and supervision of major and medium sized events.	D
Prepared and able to study event management and develop personal skills in delivering successful events.	D
A sound understanding of relevant legislation and managerial matters relating to Parks, amenity horticulture and to ISO14001, including green housekeeping and biodiversity matters.	D
Experience and an interest in developing skills around the natural environment, such as Management of protected sites and biodiversity.	E