

Job Profile

Environment Officer (Multi-Skilled)

Grade: E

Date Created: 13th March 2017

About the Job

- To contribute to the Council's role as a provider of core environmental services such as waste & recycling, street cleansing, grounds maintenance, and public open spaces including our countryside sites.
- This is one of a number of posts that will work flexibly as a team ensuring that the service is delivered effectively, efficiently and customer focused and with regard to the principles of asset based community development

This is what we need you to do...

- Responsible for the coordination, implementation, and completion of a range of community based and internally focussed projects which the Council wishes to pursue.
- Provide project management support to the service across large scale projects.
- Respond effectively to requests for service and requests for advice across the service.
- Develop relationships with community groups, partners and external stakeholders.
- Draft communications relating to projects including reports, presentations website and social media.
- Supporting collection of fly-capture data and other performance reports.

- Contribute to the delivery of service plans in order to meet the council's corporate plan priorities in accordance with the requirements of the Environment Services Manager
- Maintain and develop constructive relationships as part of a collaborative working environment.
- Engage with stakeholders (internal and external) through effective communication to ensure good performance and continuing service improvement.
- Demonstrate a commitment to personal and professional development, working with managers to identify any gaps in skills, knowledge and expertise and plan for improvement.
- Consider the financial implications of any activities affecting the use of council funds, seeking best value for money and identifying or recommending more cost-effective options.
- Take on any other additional duties as reasonably required within Gloucester City Council.
- Work in a flexible and adaptable way with a 'can-do' attitude that gets things done right the first time

Special Conditions

- To undertake such other duties, training and / or out of hours work as may be reasonably required and which are consistent with the general level of the post.
- Where required to be based at the Council's Eastern Avenue Depot.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of playing a key role in community engagement projects.
- Experience of working on own initiative and as part of a team.
- Experience of working in a project management or partnership development role.
- Experience of developing positive relationships with community groups, Members and partner organisations.

Knowledge, Skills and Understanding

- Good inter-personal skills with an ability to communicate effectively either verbally or in writing.
- Strong administrative and organisational skills; ability to work in a logical manner, plan & organise own work, meet strict deadlines, attend to detail and maintain accurate records.
- Knowledge of MS office applications and databases.
- Ability to work in partnership and develop positive relationships with key partners.
- Experience of developing project communications.
- Good judgement and ability to manage own workload and work well under pressure.

Behavioural attributes

- **Efficiency and Value For Money:** Taking ownership of your work you will work flexibly to provide great services to meet personal, organisational and customer expectations.
- **Forward thinking with Innovation:** Being creative and using your initiative you actively seek to improve services and processes.
- **Making Residents Lives Better:** Delivering good customer services by listening and raising awareness of what we do.
- **Passionate about the City:** Being loyal to Gloucester you take pride in the quality of your work and understand how it improves the reputation and quality of our city.
- **Working Together to make it Happen:** As a team worker you communicate effectively and pursue a 'can-do' attitude in being flexible to deliver quality services.

Expected to perform at level 1 of Gloucester City Council's Employee Behaviours Framework

Education & Qualifications Essential

- Professional qualification appropriate to the remit of the role or equivalent in experience.