

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Greenspace Projects Officer</b>
<b>Location:</b>	ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS (with regular site-based working)
<b>Responsible to:</b>	Senior Projects Officer
<b>Responsible for:</b>	No line management responsibility

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### Overall Purpose:

The Greenspace Projects Officer will support the planning, development and successful delivery of greenspace projects led by Edinburgh & Lothians Greenspace Trust (ELGT).

The role is focused on supporting project development and providing effective on-site contractor supervision, ensuring that works are delivered safely, efficiently and to a high standard.

Working closely with the Senior Projects Officer, the postholder will help manage projects from early design stages through to completion, acting as a key point of contact on site and ensuring that contractors, partners and stakeholders work effectively together.

Projects will include:

- Green infrastructure and landscape construction
- Habitat creation and ecological restoration
- Play and natural play spaces
- Active travel routes and access improvements
- Woodland creation and land-based works

The role emphasises quality delivery, practical problem-solving and good site coordination, ensuring projects meet ELGT objectives, community needs and funder expectations.

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### KEY RESPONSIBILITIES:

#### Project Development and Delivery

- 1) Support the development of projects from concept through to delivery, including input into design, scope and programming.
- 2) Assist with preparation of project documentation such as drawings, specifications and schedules of work.
- 3) Help plan and coordinate project delivery, ensuring works are organised, achievable and well sequenced.
- 4) Identify risks to delivery and support practical solutions to keep projects on track.

### **Contractor Supervision and Site Management**

- 5) Act as a regular on-site presence, monitoring contractor workmanship, materials, performance and progress.
- 6) Ensure works are delivered safely, efficiently and in line with agreed plans and standards.
- 7) Provide day-to-day liaison with contractors, addressing issues quickly and pragmatically.
- 8) Support on-site coordination between contractors, specialists and stakeholders.
- 9) Assist with inspections, snagging and handover processes.

### **Quality, Progress and Performance Monitoring**

- 10) Track progress of works against agreed programmes and milestones.
- 11) Identify and report issues affecting quality, cost or programme.
- 12) Support the resolution of defects and completion of outstanding works.

### **Health, Safety and Compliance**

- 13) Promote safe working practices and a positive health & safety culture on site.
- 14) Monitor contractor compliance with risk assessments, method statements and relevant legislation.
- 15) Report and escalate safety concerns where necessary and support corrective actions.

### **Cost Awareness and Reporting**

- 16) Support monitoring of project budgets and expenditure.
- 17) Assist in reviewing contractor valuations in relation to progress on site.
- 18) Contribute to project reporting for internal use, funders and partners.

### **Stakeholder and Partnership Working**

- 19) Liaise with local authorities, landowners, community groups, consultants and delivery partners.
- 20) Support effective communication between all parties involved in projects.
- 21) Help manage relationships and expectations, particularly when works impact communities or site users.

### **Organisational Contribution**

- 22) Represent ELGT professionally on site and in meetings.
- 23) Contribute to improving project delivery practices and site management processes.
- 24) Support wider team objectives and organisational priorities.
- 25) Undertake other duties appropriate to the role.

### **General Duties**

- 26) The post holder is expected to undertake all duties and responsibilities in line with current ELGT Policies and Procedures, including those relating to Health and Safety; Equality, Diversity and Inclusion; Safeguarding; Procurement and Financial Controls.

### **Performance Management**

- 27) Agree realistic milestones and performance indicators with line manager and management group at the start of the financial year and participate in supervision and appraisal processes.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• Relevant qualification or equivalent experience in landscape management, environmental or greenspace project delivery, construction or a related field</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety qualification (e.g. IOSH, SSSTS, SMSTS)</li> <li>• Awareness of contract processes and management</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience supporting delivery of construction or land-based projects</li> <li>• Strong site-based experience, including contractor supervision and contract management</li> <li>• Experience monitoring progress, quality and health &amp; safety on site</li> <li>• Experience working with contractors, consultants and delivery partners</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of greenspace, habitat, play or active travel projects</li> <li>• Experience working on externally funded or public-sector projects</li> <li>• Understanding of planning, environmental or access requirements in Scotland</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Strong practical understanding of site delivery and construction processes</li> <li>• Ability to read and interpret drawings and specifications</li> <li>• Confident in dealing with contractors and resolving on-site issues</li> <li>• Organised, with good record-keeping and attention to detail</li> <li>• Clear communication skills (written and verbal)</li> <li>• Proactive and solutions-focused approach</li> </ul>	
<b>Values and Attitudes</b>	<ul style="list-style-type: none"> <li>• Commitment to high-quality, safe and well-managed project delivery</li> <li>• Interest in environmental improvement and community benefit</li> <li>• Collaborative and professional approach</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to work occasional evenings and weekends</li> <li>• Full driving licence and access to a vehicle</li> <li>• Subject to appropriate vetting and safeguarding checks</li> </ul>	

## CONDITIONS OF SERVICE

### 1) FLEXITIME WORKING

- a) **Working week** – 35 hours per week (excluding lunch break) or pro rata for part time.
- b) **Working day** – 8.00am – 6.00pm (flexible hours to be worked within these times).
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday  
10.00am – 12.00am, 2.00pm – 3.00pm Friday  
Some evening and weekend work may be required, and the Trust operates a Time Off in Lieu system.
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the flexitime scheme operates within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period - a maximum of 4 periods of 3½ hours (14 hours) flexitime leave may be taken in any 4-week period with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

### 2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1<sup>st</sup> April to 31<sup>st</sup> March (pro-rata for part-time employees).
- Plus 6 public holidays.
- Plus 3 days to cover period between Christmas and New Year when office is closed.

### 3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.

### 4) CAR MILEAGE ALLOWANCE

The Trust has 3 vehicles that are available for work purposes and if they are not available business use mileage will be paid at £0.45 per mile.