

Job Profile comprising Job Description and Person Specification

Job Title: Project officer	Grade: SO2
Section: Estate Services	Directorate: Housing and Regeneration
Responsible to following manager: Deputy estate services manager (Line Manager) Policy Project and Improvement Lead, Children's Services	Responsible for following staff: Not applicable
Post Number/s: POS001249	Last review date: August 2025

Working for the Richmond/Wandsworth Shared Staffing Arrangement

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

To provide operational support to the Estate Services Team and Children's Services Policy Team who are responsible for:

- Refurbishment of playgrounds on our housing estates.

- Refurbishment of playgrounds on Children's Services sites, including third sector, Family Hubs, schools, and youth provision.

Specific Duties and Responsibilities

1. Managing the refurbishment of housing estate playgrounds, dealing with all aspects of the works including the design and tendering process specifying the improvements that are required and ensuring that the play improvements offer value for money not exceeding agreed budgets.
2. Managing and/or project oversight of the refurbishment of playgrounds on Children's Services sites, including third sector, Family Hubs, schools, and youth provision.
3. Attend site meetings with internal and external stakeholders such as councillors, children's services providers, schools, community groups, resident associations and residents ensuring community engagement is carried out.
4. Liaise with other council departments and attend meetings where required to ensure housing estate and Children's Services capital projects meet the objectives within the Wandsworth Play Strategy.
5. Assist with enquiries and complaints from Councillors and MP's and Freedom of information requests relating to the housing departments playground stock including the repair, maintenance and refurbishments.
6. Attend resident association meetings on behalf of the housing department to update residents on new and existing schemes.
7. Attend community-based meetings relating to projects, in schools, family hubs, and youth settings, to engage with key stakeholders on new and existing schemes.
8. Liaise with Children's Services managers, estate managers and area teams regarding play areas identifying suitable projects for refurbishment.
9. Carry out playground inspections and update and maintain playground databases including photos and list of equipment to each play area.
10. Post-inspect playground repairs and refurbishments ensuring they have been completed to a satisfactory standard and within target.
11. To oversee project highlight reports for each live project and provide update reports to the Play Strategy Capital Project Delivery Group, when required.

12. To contribute to reports to the Play Strategy Board, Senior Management Teams, and other key groups, as required.
13. To maintain the information on the Common Place platform in relation to Housing and Children's Services capital projects.
14. To work closely with Procurement and Finance to ensure the effective management of capital projects.
15. Responsible for prioritising own workload to meet constantly changing demands and deadlines. Ensure that these deadlines are met, and procedures adhered to. Required to make decisions and work on own initiative with minimal supervision.
16. To carry out any other duties deemed appropriate by the Estate services manager, in agreement with the Children's Services Policy Team.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

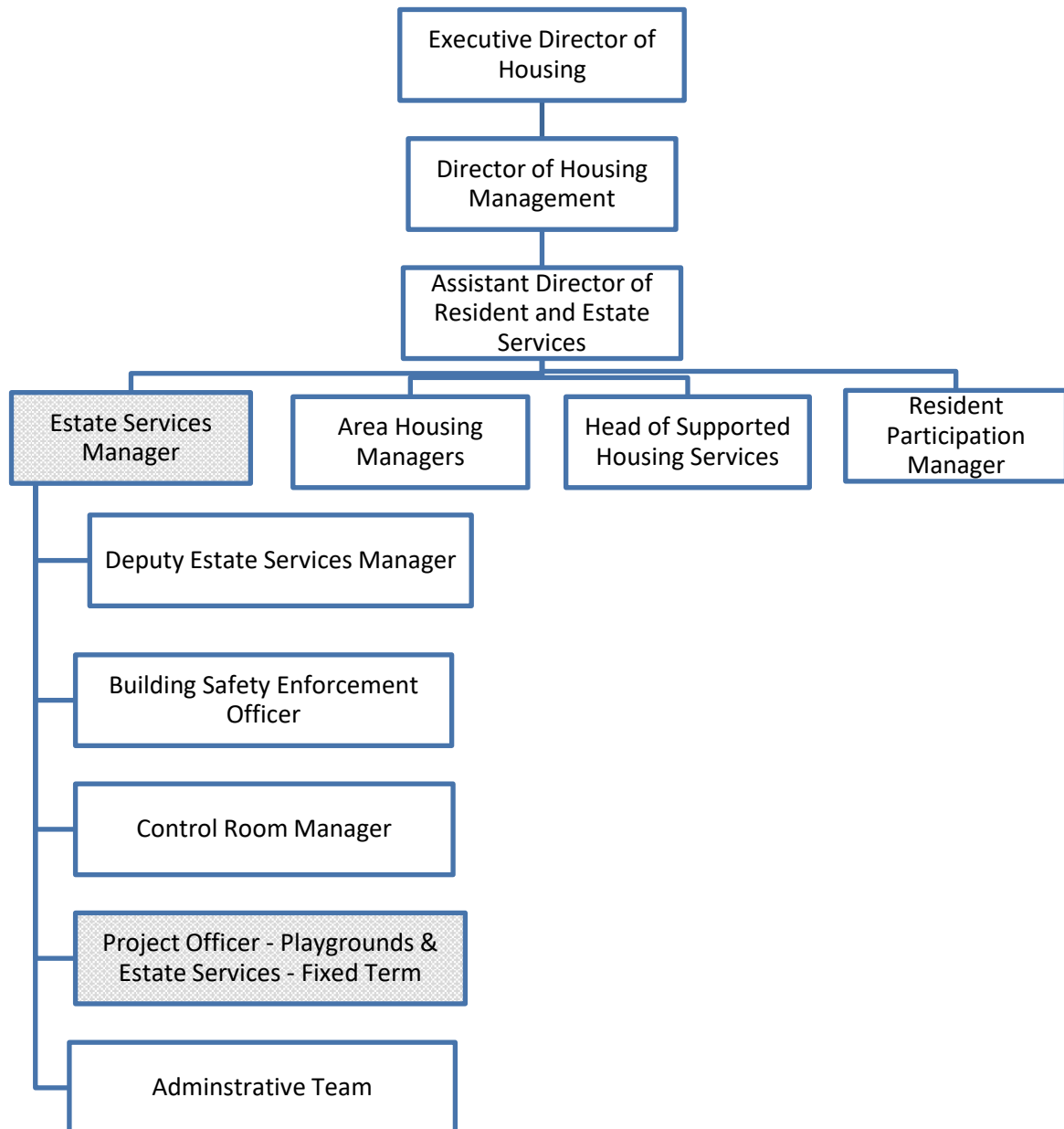
Additional information

The postholder will undertake available training opportunities and show a commitment to continuous development, maximising potential and ensuring the efficient delivery of

Council services, and participating in the staff development and appraisal scheme.

Team structure

For the current structure please go to The Loop.



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of housing estates and playground projects in a variety of settings		X	A/I
An understanding and commitment to the Councils equalities policies and an awareness of the Councils safeguarding requirements		X	A/I
Experience	Essential	Desirable	Assessed
Experience of managing budgets		X	A/I
Experience of communicating effectively with the public and contractors by phone, e mail and in	X		A/I

writing, including drafting non-standard letters, e-mails and memorandums			
Experience of using and interrogating various IT systems, including Microsoft Office, particularly Word and Excel	X		A/I
Experience of managing individual capital projects	X	X	A/I
Experience of programme management		X	A/I
Skills	Essential	Desirable	Assessed
Must be tactful, diplomatic and flexible when communicating with the public, Council Members and other stakeholders	X		A/I
Ability to work flexibly on your own without supervision and as part of a team	X		A/I
Ability to prioritise high volume workloads to meet constantly changing demands and deadlines continually working under pressure	X		A/I
Good numeracy skills	X		A/I
Qualifications	Essential	Desirable	Assessed
N/A			

A – Application form / CV

I – Interview

T – Test

C - Certificate