

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Allotments Officer	Grade: S02
Section: Contracts and Leisure (Parks)	Directorate: Environment and Community Services
Responsible to following manager: Service Manager (Parks)	Responsible for following staff: N/A
Post Number/s:	Last review date: April

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To manage Richmond Council's allotments service, overseeing the management of 24 allotments sites and to provide a continued development of the service

Specific Duties and Responsibilities

1. To conduct regular inspections of all 24 allotments sites, managing enquires from plot holders and liaising with several allotment committees.
2. To maintain the waiting list of all sites, engaging with applicants when plots arise and to process new applications and key allocation. Ensuring that all waiting lists are maintained and managed appropriately

3. To attend the annual Borough of Richmond Allotment Group meetings as representative of the Council.
4. To plan, advertise and judge the annual Allotments Competition
5. To maintain all maps of allotments sites and ensure they are accurate
6. To work with the finance team to provide accurate updates and ensure all plot holder accounts are updated each year. Additionally to process BACS payments for key returns.
7. To implement Allotments T&C's including a recent ban on bonfires
8. To keep the webpage up to date with important information

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Current team structure

