

**London Borough of Lambeth  
JOB DESCRIPTION**

**Job Title:** Lambeth Bee Roads Project Officer  
**Grade:** SO1  
**Directorate:** Resident Services  
**Division:** Environment and Streetscene  
**Service:** Parks and Leisure Services  
**Responsible to:** Environmental Compliance Officer  
**Responsible for:** Direct Reports: 1x Apprentice

**Main purpose of post**

To oversee and deliver all horticultural and social aspects of Lambeth Bee Roads Project. This will entail working directly towards creating 5000m<sup>2</sup> of enhanced roadside meadows and wildlife zones on existing highway verges and working with communities to set-up and deliver volunteer planting schemes and workshops to complete new major rain gardens and wildflower projects on cross-departmental roadside land. Approximately one third of the time available will be spent in direct habitat creation, with one third organising and delivering community planting workshops and communication, and one third on logistics, monitoring and communication.

The role will involve a combination of practical skills, understanding of wildflower planting and co-ordination. Some weekend and evening working will be required, for which Time Off in Lieu will be given.

“Lambeth Bee Roads” is a network of ambitious green infrastructure projects located alongside roads throughout the Borough of Lambeth, designed in collaboration with local communities to provide extensive wildflower habitats for bees and other pollinators and enhanced rainwater management, along with improving walking and natural play opportunities for people. The projects are on land in the management of Highways, Housing and Parks, and managed by a Project Team including representatives from these departments.

**Key Unit Accountabilities**

1. Undertake delivery and management of all planting schemes for Lambeth Bee Roads Project, working with the support of the dedicated apprentice and various community volunteers. This will involve co-ordinating, communicating, planning, ordering, and planting of these schemes.
2. Ensure that operations are carried out in accordance with the funding requirements, ensuring that all service levels/key performance targets are met. Monitor the quality of the service delivery to ensure a consistently high standard. Ensure all staff and volunteers are engaged and work with them to deliver the agreed funding and project outcomes.
3. Work with the corporate Health and Safety Team to produce Risk Assessments and Method Statements for all tasks carried out as part of the project. Periodically review and update these to ensure that best practice is maintained and any changes to H&S legislation are captured.
4. Deliver grassland conversion projects for around 3000m<sup>2</sup> of mainly highway verges. This will entail driving the turf cutter, importing, and spreading a low fertility substrate to replace the turf,

then seeding and any additional community planting. The role will include driving machinery, plants and staff to each location. This area of work will be supported by the apprentice who may take more of a lead in the second year.

5. 4. Liaise with staff across departments to deliver and monitor the Lambeth Bee Roads, and act as a source of horticultural expertise to develop successor projects. This will include departments for climate change, highways, tree team, and communications. Ensure good liaison with the Parks Operations Team to cover delivery, storage of materials and tools, vehicle maintenance, and subsequent handover after conversion.
6. Liaise with the project lead co-ordinating the major construction and engineering schemes at Atkins Road, St Matthews Rush Common, and Tulse Hill Rain Garden. Design planting schemes suitable to these locations, and maximise opportunities to enhance biodiversity, particularly for pollinators. Schedule planting schemes to be delivered smoothly as capital work is completed.
7. Design and deliver low-maintenance woodland planting schemes, using wildflower turf, bulbs and plug planting in existing short grass. Work with the apprentice and communities to deliver these.
8. Organise and deliver community workdays and school workshops at the Lambeth Bee Roads Project sites. This will include publicity, health and safety, ensuring tools, and plants are available, and volunteers have a fulfilling and rewarding experience. Build capacity of community groups to understand and maintain their project.
9. Develop and maintain effective relationships with the community champions, third sector groups, and schools associated with the Lambeth Bee Road Project sites, ensuring local people are kept informed and involved in works, and planning the schedule of volunteer workdays and workshops over the two years to complete the projects. This will involve management of a mailing list and working some evenings and weekends.
10. Ensure a high level of success for all planting, with watering, maintenance, and cutting visits included in the timetable for you and the apprentices. Build apprentices' responsibilities to take the lead on specific sites.
11. Manage planting budgets for Lambeth Bee Roads Project. Ensure this is spent within grant guidelines and Lambeth Council financial processes. Co-ordinate delivery of plants, substrates, and other materials.
12. Keep excellent records of all planting schemes, works, participation numbers and progress against Lambeth Bee Roads Project targets. Contributing to Lambeth KPIs. Develop and implement a scheme to monitor net gain for biodiversity with relevant partners. Support delivery of funding reports.
13. Work with partners to contribute to project publicity, and to design and commission Lambeth Bee Roads Project interpretation including finger posts, and individual interpretation panels.
14. Work with the project team to commission the evaluation. Take a lead in supporting the evaluation consultant to assess the impact of these schemes.
15. Provide corporate workdays alongside the main community workday programme. Build opportunities for businesses to support the individual schemes financially and in kind towards long term project sustainability

16. Produce reports and performance information for senior managers. Contribute to the production of policy documents and other papers.
17. Work with the Fundraising Officer to support individual community groups towards follow on grant applications for future Lambeth Bee Roads Project in year two.
18. Develop and maintain effective partnerships and good relations with relevant third sector organisations, external agencies, funders, local businesses and other stakeholders and internal teams. Partnerships will include a range of third sector and community groups, social enterprises, environmental charities, and education and health providers. Attend meetings as requested to represent the service, some of which will be outside of normal office working hour
19. Liaise with the public and be an ambassador on behalf of the Council, responding positively and sensitively to customer enquiries or complaints as they arise and where necessary reporting and making recommendations to the Head of Parks and Leisure Services and Housing Services colleagues.
20. Maximise all volunteering opportunities, ensuring that tasks undertaken by volunteers contribute positively to grounds maintenance needs. Tasks should contribute to key service aims such as achieving and maintaining the Green Flag Award standard, enhancing biodiversity, improving KPIs, improving Lambeth's Good Parks score or raising standards against the Parks for London Quality Manual
21. In order to undertake these functions, there is a requirement to drive a range of vehicles around the borough, and in doing so comply with the appropriate legislation, as well as corporate and local policies and procedures. Certain roles may be exempt from the requirement to drive, temporarily or permanently
22. Use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
23. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary, cross-department and cross-organisational groups and task teams. Occasional evening and weekend working will be required. Undertake other duties commensurate to the grade of the post.
24. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others: Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
25. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## Person Specification

### Lambeth Bee Roads Project Officer



<p><b>Note:</b> It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Key Knowledge and Skills</b>	K1	Knowledge of best practice in grassland management for pollinators, including seed mixes, species identification and site designations. Knowledge and understanding of related woodland edge, rain garden and other green infrastructure.	A✓
	K2	Practical skills in planting, site preparation, and designing planting schemes.	A✓
	K3	Knowledge of best practice in engaging community groups, schools and volunteers in practical work that is fulfilling and safe for all concerned.	A✓
	K4	Good communication and interpersonal skills to engage a broad range of people. The ability to form, build and maintain strong, effective working partnerships with others	A✓
	K5	Educated to diploma level or equivalent in a nature conservation or horticultural discipline (desirable)	
	K6	A good working knowledge of the issues around transforming urban sites for nature and people.	
	K7	Ability to develop workable and innovative solutions in problem solving situations	
	K8	The ability to work constructively across professional boundaries and sectors	
	K9	The ability to promote and carry out duties in accordance with plans and policies	
	K10	Knowledge of relevant best practice in grounds maintenance, rainwater management, managing sites of biodiversity interest or working with the community	
	K11	Ability to plan your own and others time to deliver a programme of works across the year.	

	K12	Proficient in the use of the Microsoft Office suite, in particular Word, Excel and Outlook.	
	K13	Able to carry out physically demanding and heavy manual work	
	K16	Ability and willingness to drive and use vehicles, plant and machinery as required	
<b>Relevant Experience</b>	E1	Experience of managing volunteers or of volunteering schemes.	A✓
	E2	Experience of developing, managing and successfully delivering greening projects, preferably in the field(s) of open space management, nature conservation, gardens or community development.	A✓
	E3	Experience of successful collaborative working with the voluntary sector or community groups in the implementation of initiatives which impact upon or influence the management and development of parks and open spaces is desirable	
	E4	Experience of managing and disseminating information to support service objectives, including the preparation of briefing papers and presentations that are accessible and understood by a range of different audiences including managers and external stakeholders is desirable	
<b>Other Requirements</b>		This post requires a full, clean UK driving licence and willingness to participate in an out of hours on-call rota, if required	
<b>Key Behaviours</b>	B1	<b>Focuses on People</b> <ul style="list-style-type: none"> <li>• Being approachable and positive for my area of work and other services</li> <li>• Showing empathy to help people inside the council as well as outside</li> <li>• Ensuring I treat people equally and take time to listen to their needs</li> <li>• Being open, flexible and available</li> </ul>	
	B2	<b>Takes Ownership</b> <ul style="list-style-type: none"> <li>• Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it</li> <li>• Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative</li> <li>• Working with teams and service areas to achieve positive outcomes and develop personal capabilities</li> </ul>	
	B3	<b>Works Collaboratively</b> <ul style="list-style-type: none"> <li>• Finding out what other colleagues do and working closely with them</li> <li>• Being a good team player and stepping in to assist manager or colleagues during absences</li> </ul>	

		<ul style="list-style-type: none"> <li>• Being approachable, listening and building constructive honest relationships</li> </ul>	
	B4	<p><b>Communicates Effectively</b></p> <ul style="list-style-type: none"> <li>• Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well</li> <li>• Sharing and passing vital and new information and reflecting back understanding</li> <li>• Escalating issues and opportunities straight away, ensuring risks are managed</li> </ul>	
	B5	<p><b>Focuses on Results</b></p> <ul style="list-style-type: none"> <li>• Getting my work done to the best of my ability with the resources and finances we have</li> <li>• Making sure I understand my objectives and what I need to do</li> <li>• Looking for opportunities to move forward</li> </ul>	