



**LONDON BOROUGH OF MERTON**  
**ENVIRONMENT & REGENERATION DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: Manager of Mitcham Common**

**Grade: ME15**

**DIVISION/SECTION: Greenspaces**

**Location: Mitcham Common**

**Responsible to: Greenspaces Manager**

**Responsible for: Warden, Estate Workers (2), Volunteers,**

**Post number: 31141**

**Date: July 2013**

**1. MAIN PURPOSE**

1. Manage Mitcham Common, a 185 hectare Site of Metropolitan Importance for Nature Conservation, in the interest of public amenity and nature conservation.
2. Manage and develop the Mill House Ecology Centre for the London Borough of Merton and Mitcham Common Conservators.
3. Act as the Council's principal adviser on all matters relating to biodiversity and nature conservation. To provide expert advice on matters relating to the natural environment to Members and staff across the Council..
4. To take sole responsibility for managing and controlling -the legal, administrative and financial affairs of the Board of the Mitcham Common Conservators, a statutory body empowered under an Act of Parliament to manage and regulate Mitcham Common.

## 2. MAIN DUTIES AND RESPONSIBILITIES

1. To be fully conversant with the Act under which the Mitcham Common Conservators are empowered. To convene meetings of the Board of Conservators and meetings between the Conservators and other bodies. Draft agendas and prepare technical reports. Follow up and implement agreed actions from the meetings. This responsibility would include:
  - Prepare, review and deliver policies and strategies for the Conservators
  - Undertake administration and functional work associated with the decisions of the Conservators. Including liaising with the three local authorities whose functions affect the Common, regarding such matters as management issues, local users, traffic, security and finance.
  - Issuing invitations and other administrative arrangements for inspections of the Common by Members and civic dignities.
  - Receipt and banking of income from the Conservators' investments. Payment of invoices. Maintaining cash book. Preparation of the Annual Revenue Estimates. Collation and submission of bank statements and vouchers for annual audit of accounts.
  - Interpretation of general matters of the law affecting the Common and advising the Conservators accordingly.
  - Instruct the Conservators' Solicitors, auditors and accountants
  - Instruct the Conservators' investment adviser on the Board's investment decisions and strategy for their portfolio.
  - Managing the Mitcham Common website and archives.
  - Develop and manage the Entrust registered Mitcham Common Environmental Trust and act as Hon. Clerk to the Trust.

- Develop and manage the Mitcham Common Education Trust and act as Hon. Secretary to the Trust.
2. To be responsible for leading the Mitcham Common Team. Including the recruitment, development of the Warden, Estate Workers and volunteers. To manage and motivate junior staff, to establish the quality and budgetary criteria they are expected to work within and to manage their performance on specific projects.
  3. Manage all aspects of Mitcham Common in accordance with statutory duties and policies of the Conservators. To manage the biodiversity component of 31 Council-owned Sites of Nature Conservation Importance in Merton, in accordance polices of Merton Council. This responsibility would include:
    - To have a substantial level of technical knowledge and proven ability to deliver the effective and efficient management of Mitcham Common and other Sites of Nature Conservation Importance in Merton
    - Preparation and implementation of management plans and briefs concerned primarily with nature conservation and ecology but also covering aspects of arboriculture, horticulture, sports development, landscape design and recreational pursuits
    - To co-ordinate and deliver the preparation of robust and effective research and monitoring to deliver effective data management for Sites of Importance for Nature Conservation and associated planning polices, KPIs, and benchmarking surveys
    - Manage tendering and contract procedures and to advise on the appointment of contractors and specialist consultants, to instruct within the overall terms of reference on such appointments, monitor the performance of contractors and consultants and advise on appropriate action where deficiencies are identified
    - To manage specific capital projects in particular relating to the Conservators' Key Projects programme and other major projects on Sites of Nature Conservation Importance in Merton. This would include budgetary monitoring and reporting.
    - To identify potential external funding sources and develop bid to secure funding for biodiversity and landscape projects.
    - Preparation of Licences and Wayleaves
    - Preparation of contracts for improvements, land transfers and other works

- Oversee the management and maintenance functions of Mitcham Golf Course and ensure compliance with the licence agreement and adopted management plan.
- Be the principle key holder for all assets based at Mitcham Common and respond to any calls or queries during and out of working hours should the need arise.
- Advice of the management of Site of Importance of Nature Conservation in Merton not owned by the Council
- To have a substantial level of technical knowledge to guide and advise the Planning Team and the Future Merton Team on biodiversity and nature conservation planning and policy matters, include those relating to the Local Development Framework.
- To undertake regular site visits borough-wide in all seasons to assess nature conservation and land management issues, including those associated with development proposals.

4. To ensure that effective consultation arrangements which are fully compliant with any relevant statutory requirement, are in place to provide a clear and transparent mechanism for individuals and groups to contribute to the projects associated with the management and development of Mitcham Common and other Sites of Nature Conservation Importance in Merton.

5. Manage the Mill House Ecology Centre, including all offices, classroom, workshop and depot yard. To develop the Ecology Centre as a community facility.

6. To develop effective working relationships at a strategic level with key agencies and organisations, such as government departments, Greater London Authority, Wandle Valley Regional Park Trust, Environment Agency, Natural England, infrastructure providers and statutory undertakers. This includes negotiations to raise the profile of Mitcham Common and Merton Council on environmental matters and projects which impact on the statutory duties of the Conservators.

7. Participate on working groups and committees dealing with topics relating to environmental matters at regional and local level. Representing the Council and Conservators on Wandle Valley Regional Park groups and dealing with often contentious issues.

8 To promote the projects and activities and to raise the profile of the Conservators and the Greenspaces Team to the other public bodies, external organisations, business organisations and community associations

9. To represent the Council and Conservators at public meetings, exhibitions and event on a range of biodiversity and land management issues, including those that are contentious and sensitive. Present reports and offer advice to Members where decisions on nature conservation and the statutory duties of the Mitcham Common Conservators are required and other Sites of Nature Conservation Importance in Merton.

10. Co-ordinate the provision of effective, accurate and consistent advice to members, senior council officers, community groups, schools and the general public on planning casework relating to biodiversity and nature conservation. To take sole responsibility for representing the Mitcham Common Conservators and when required, the Council, as expert witness on biodiversity and nature conservation and policy matters relating to the statutory duties of the Mitcham Common Conservators.

11 Respond to correspondence from a wide range of interested parties including, Members of Parliament, Councillors, council departments, members of the public, residents associations, statutory undertakers, private companies and consultants.

12. To carry out any other duties within the general scope of the post as may be required.

13. To carry out all duties with due regard to the Council's Equal Opportunities Policy.



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**ENVIRONMENT & REGENERATION DEPARTMENT**  
**PERSON SPECIFICATION**

**POST TITLE: MANAGER OF MITCHAM COMMON**

**Grade: ME15**

**Date: July 2013**

**1. Knowledge**

Degree or equivalent in ecology or related environmental subject

Knowledge of the urban habitat management and best practice relating to habitat creation, enhancement and maintenance

Knowledge of local government legislation and case law relating to planning, biodiversity and nature conservation

**2. Skills**

Leadership and interpersonal skills and the able to lead and manage professional and volunteer staff, including an ability to enable staff to work together effectively as a team, the prioritisation and allocation of duties to staff, recruitment, appraisal and the professional development of staff

Able to act as the Council's principal adviser on all matters relating to biodiversity and nature conservation.

Able to manage the statutory duties of the Mitcham Common Conservators

Understanding of resource management, including effective budget management

Ability to plan, programme, monitor and deliver projects and programmes of work in accordance with require timescales.

Able to coordinate the provision of effective, accurate and consistent advice.

Able to work under pressure, to deadlines, ensuring tasks undertaken are achieved effectively to the specified standards.

Ability to conduct an open and communicative approach, including excellent written and oral communication skills

Able to commission and control the services of consultants when necessary.

Commitment to professional development and extending skills and knowledge in order to successfully carry out duties

Awareness and understanding of equal opportunities and inclusive practice with regard to the management of Mitcham Common and the Mill House Ecology Centre

### **3. *Experience/Training***

Experience of managing land recognised for its biodiversity interest and amenity value

Experience of staff, accommodation and budget management

Experience of project management and working with partners to secure project outcomes

Experience in managing the legal, financial and administrative duties of a statutory body

