

Post Title:	Area Countryside Officer (Rights of Way & Access)	Director/Service/Sector: Local Services/Highways and Neighbourhood/Countryside		Office Use
Grade:	Band 7	Workplace:		JE ref: HRMS ref:
Responsible to:	Countryside Access and Recreation	Date:	Manager Lever:	
Job Purpose:	To be responsible for ensuring that the rights of way network within a defined geographical area of the County is open and available, well maintained and easy to use.			
Resources	Staff	Input and assist with the management of 2 field staff		
	Finance	Input to expenditure of revenue & capital budgets up to £220,000		
	Physical	Public rights of way, and access land		
	Clients	The general public, landowners, managers, regional organisations, and user groups		
Duties and key result areas:				
<ul style="list-style-type: none"> • To investigate and respond to representations and complaints relating to rights of way, and access land. • To identify the action required to resolve problems relating to rights of way, and access land according to procedures and targets set out by the Countryside Service. • To assert the law in relation to public rights of way, and negotiate and liaise with landowners, farmers, user groups and other organisations over issues affecting rights of way and access land. • To respond to formal notices served on the Highway Authority within prescribed statutory time scales. • To apply for grants to support countryside access enhancement projects. • To organise and implement rights of way enforcement procedures (inc. the service of notices and the supervision of enforcement action) where compliance with the law and legal notices is not forthcoming. • To represent the Council on public rights of way issues in court and in public inquiries as required. • To prepare works requests, and work closely with the Project Officer and Field Officers on matters relating to the improvement and maintenance of rights of way and access land infrastructure. • To assist in preparing specifications for works, and where necessary oversee the work of contractors and volunteers. • To undertake detailed survey work of rights of way and access land using mapping, photographic and navigation equipment.. • To administer accurately paper and electronic files and records relating to paths and access land. • To prepare reports for the Rights of Way committee and Planning Inspectorate relating to public path orders. • To encourage the involvement of parish and community groups in the monitoring and maintenance of local path networks. • To liaise with and advise the planning officers and developers on issues relating to the impact of new development on rights of way. • To provide advice to the public, landowners, land managers, regional organisations, utility companies, councillors, parish councils and other community groups on rights of way and other access matters. • To investigate reports of dangerous or aggressive animals. • To survey and assess the condition of the rights of way network, as part of the County Council's Local Performance Indicators. • To undertake negotiations and consultations with landowners, land managers, user groups and the public in relation to public path orders. • To erect legal site notices in relation to public path orders. • To erect signs and waymarks in relation to rights of way and access land. • To carry out vegetation control, minor repairs and maintenance tasks on the rights of way network. • To carry out physical removal of minor obstructions from the rights of way network. • When necessary to assist field teams in practical path improvement projects, including the manual handling of heavy loads in remote areas. • To contribute to the preparation and implementation of Rights of Way Improvement Plans. • To work in partnership with other organisations on strategic initiatives to improve and promote access opportunities. 				

- To represent the County Council at Parish Council meetings and on management groups for National Trails and Regional Recreational Routes.
- To undertake presentations and talks to promote the work of the County Council's countryside section to groups and societies.
- To plan and guide the production of promotional material to encourage use and enjoyment of rights of way and access land.
- To assist in the organisation and running of an annual programme of countryside events and activities, including where necessary the collection of, and accounting for, income generated.
- To organise and supervise the work of occasional placement and volunteer workers.
- To assist in the management of County Council countryside sites as necessary.
- To account for and maintain any PPE clothing, tools, equipment and supplies.
- To undertake other duties within the responsibility level of the post as may be directed.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Ability to drive Working patterns: Monday to Friday inc. flexi time Working conditions: Willing to work alone outdoors in remote locations throughout the year, sometimes in poor weather.	
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PERSON SPECIFICATION

Post Title: Area Countryside Officer (Rights of Way & Access)	Director/Service/Sector: Local Services/Highways and Neighbourhood/Countryside	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • Qualification to degree standard in a subject related to countryside management work • Good working knowledge of relevant legislation and guidance in relation to public rights of way, access to the countryside, environment and conservation. • Possession of a full driving licence and able to meet the transport requirements of the post • Knowledge of health and safety and other legislation associated with the running of events or activities 	<ul style="list-style-type: none"> • Post-graduate Degree or equivalent in a subject related to countryside management work. • Additional training in countryside management related to Rights of Way and access matters. • Training in other aspects of countryside management practice. • Local knowledge of working area 	
Experience		
<ul style="list-style-type: none"> • Minimum of 3 years experience in countryside management work including countryside access and the management of visitor services. • Experience of making an input into the management of a staff team. • Experience of enforcing the law in connection with breaches of public rights of way legislation, including the service of notices and the coordination and implementation of enforcement action. • Experience of acting as a witness in court and in public enquires. • Experience of working with volunteers and local community groups • Experience of community liaison • Experience of successful delivery of services and/or projects with diverse local communities and agencies • Experience in dealing with enquiries from the press and public • Experience of initiating and sustaining community involvement in countryside projects • Thorough knowledge of Health & Safety legislation and experience of Risk Assessment 		
Skills and competencies		
<ul style="list-style-type: none"> • Good organisational skills • Methodical and able to keep accurate written records • Good map reading, navigation and survey skills • Up to date knowledge of relevant IT systems, including skills in the use of GIS, database and digital photography applications • Practical knowledge of path construction, maintenance and management techniques • Proven skills in assertive negotiation and able to manage conflict situations on site and without support • Excellent oral communication skills • Proven skills in written communication including report and plan writing • Sufficiently fit and able to undertake path surveys alone over sometimes 	<ul style="list-style-type: none"> • Wide ranging knowledge of the countryside 	

<ul style="list-style-type: none"> rough and isolated terrain for distances of several miles • Able to organise and motivate staff and volunteers • Skills in interpretation including face to face and the preparation of written material • Skills in project planning and management, and budget monitoring • Able to deal politely and effectively with sometimes argumentative members of the general public and aggressive or obstructive farmers/landowners • Highly self-motivated and able to work without direct supervision • Good cartographic skills with the ability to draft maps to scale • Knowledge of the necessary 'Chapter 8' Highways requirements relating to working and surveying on highways 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Physically fit and able to work alone in isolated locations and to traverse rough ground on foot over distances of several miles, carrying tools and equipment. • Willing and able to assert the law in difficult and isolated situations • Willing to meet farmers, landowners, agents and members of the public in their own homes or work environments to discuss rights of way matters. • Highly motivated and able to work without close supervision • Focused on delivering specific outputs in a role with wide ranging demands • Willing to work outside office hours on occasions, including evenings and weekends • Able to work alone in isolated locations where mobile phone reception is poor or non-existent • Able to work alone in isolated locations adjacent to water bodies, including river crossings, through dense forestry plantations, military training areas, golf courses, quarries and open-cast coal sites. • Able to work on paths alongside and across busy and hazardous major roads and railways. 		
Other		
<ul style="list-style-type: none"> • Access to a private vehicle for work purposes • Dependable, reliable and a good time keeper 		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits