

Job Description
JOB DESCRIPTION

Job Title:	Public Rights of Way Officer
Directorate:	Place & Sustainability
Service:	Highways Maintenance
Reports to:	Green Infrastructure Team Manager
Grade:	SO1
Hours:	37
POSCODE	CCC0881

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To plan implement and organise on the maintenance, protection, improvement and promotion of access opportunities (Public Rights of Way, permissive access and other access) in line with the Council’s statutory duties and wider corporate objectives for the benefit and enjoyment of the whole community.

To support the District Highways Manager in acting as a key liaison with local communities and land owners in regard to all aspects of the Public Right of Way Network.

To actively establish good customer relationships with elected members of Parish, District and County Councils, members of the public, user groups, government agencies and land owners.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

PRINCIPAL ACCOUNTABILITIES	
1	<p>Communication and Customer Focus To actively promote constructive relationships with elected politicians members of Parish, District and County Councils and members of the public, user groups, government agencies and land owners.</p> <p>Provide advice to local communities elected politicians members of Parish, District and County Councils and members of the public, user groups, government agencies and land owners on all Public Rights of Way matters.</p> <p>Undertake visits to communities and land owners to provide advice and assistance to resolve areas of concern.</p> <p>Support Highway service identifying, defining, developing work packages and programmes that best meet the needs of users and the local community and by actively seeking input from local members, key stakeholders, potential users and</p>

PRINCIPAL ACCOUNTABILITIES	
	<p>the local community, throughout the development delivery and monitoring of work packages and programmes.</p> <p>Actively ensure stakeholders and the local community are kept engaged and informed of work package and programme progress, and any queries are dealt with sympathetically and within agreed response times and performance standards.</p>
2	<p>Service Expertise</p> <p>Provide expertise to the service in relation to maintaining the local Public Rights of Way infrastructure network. Provide support and guidance to the service, as appropriate and deal with enquiries that require specific Public Rights of Way knowledge and expertise.</p> <p>Contribute to the wider Infrastructure Management and Operations Directorate through participation in working groups, as appropriate. Provide updates / highlight any concerns to District Highways Manager and teams on any emerging issues.</p> <p>To advise on the restoration, maintenance and improvement of the County's existing public right of way network in accordance with statutory duties, contributing to planning consultations and proposed changes to the network to assess future maintenance liabilities and securing development opportunities as they arise.</p> <p>Organise and order works required to agreed measurements and value whilst identifying efficiency savings where possible.</p>
3	<p>Project work</p> <p>Provide expertise and advice for the service in relation to proposing, enabling and managing external funding bids in order to deliver public rights of way projects in accordance with CCC policies. Identify and plan resources both internal and external to achieve sustainable improvements to the Public Right Of Way network in the delivery of projects by working with internal and external parties.</p> <p>To instruct and oversee routine maintenance works including agreement of measures. To determine the value of an order within the contract and any variation and the final agreed value. To be able to prioritise works and issue and manage orders using the Highway Services Contract and approved suppliers.</p> <p>To monitor revenue and capital expenditure to ensure value for money outcomes are achieved.</p>
4	<p>Service Development</p> <p>Appraise and secure the protection and development of new access opportunities (specifically for safer non-motorised transport, health and recreation) through the planning process, identify prioritise projects to be implemented through the Annual delivery plan.</p>
5	<p>To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
HNC or HND	Rural Management or equivalent knowledge and experience gained in the work environment	Essential
Relevant degree and/or diploma	Environmental work	Desirable
	Membership of the Institute of Public Rights of Way Officers	Desirable
Certificate	Health and Safety training	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
	Experience of practical construction and conservation tasks	Essential
	Recent proven experience of rights of way work	Essential
	Knowledge of relevant legislation	Essential
	Proven experience of practical work in countryside access and/or environmental management work in a professional capacity	essential
	Confidentiality and discretion	essential
	To be able to monitor expenditure	Essential
	Good level of IT skills	Essential
	Knowledge and experience of financial processes and systems	Essential
	Some countryside and/or sustainable transport knowledge	Desirable
	Understanding of contract management	Desirable
	Experience of bidding for and delivering externally funded projects	Desirable
	Understanding of the requirements and limitations of the planning system	Desirable
	Practical experience of commenting on planning applications	Desirable
	Demonstrate sound knowledge and practical application of PROW protection, improvement, promotion.	
Skills		
	Good interpersonal skills and the ability to deal with a wide range of people at all levels	Essential
	Good organisational and planning skills and the ability to set priorities and meet deadlines when there are many conflicting demands	Essential

	Negotiation skills to influence change and secure improvements	Essential
	Good problem solving and analytical skills	Essential
	Excellent communication skills both written and verbal	Essential
	An ability to read and interpret paper and computerised map	Essential
	Good IT skills, including Geographic Information Systems	Essential
	Experience of giving presentations and public speaking	Desirable
	Experience of producing information and interpretation materials in a range of media	Desirable
	Willing to work alone outdoors and over rough terrain in all weathers	Essential
	Have the ability to visit offices and sites when necessary	Essential
	Have the ability to visit and inspect sites which may have difficult access	Essential
	Be able to attend meetings out of hours when necessary	Essential
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

Disclosure level

What disclosure level is required for this post?	None	

Work type

What work type does this role fit into?		Flexible		
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