

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Principal Countryside Access Officer
Salary:	£42,821 - £45,859
Grade:	13
Hours:	37
Team:	Countryside Access/Countryside Operations & Volunteer Coordination Group
Service Area:	Infrastructure Operations
Primary Location:	Oxford but working extensively on an agile basis
Budget responsibility:	£0.5m [approx.] revenue £0.5m [approx.] capital
Responsible to:	Group Manager – Countryside Operations & Volunteer Coordination
Responsible for:	Countryside Access Team – currently comprising 5 FTE staff

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- Act as the professional lead for all Public Rights of Way & Countryside Access matters across the authority area to ensure consistent and effective management of the network and all statutory duties in relation to PRow are discharged
- To lead, develop and manage an in-house team of trained specialist staff with a broad skillset & understanding of PRow law & practice and countryside & land management disciplines
- To be responsible for managing investment in maintaining and enhancing the Public Rights of Way network

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

- With the Technical Officer - Countryside Access & Principal Officer - Countryside Access Delivery, develop & ensure delivery of a forward delivery plan within the capital investment programme to ensure funding is secured to replace key assets and deliver improvement on the network
- Ensure the effective monitoring and management of the PRow maintenance budget and that risks are managed & concerns escalated to the Group Manager as required

- Maintain a close working relationship with the Principal Officer - Countryside Records [Definitive Map & Commons] to ensure shared objectives are delivered effectively & consistently
- Maintain a close working relationship with Environment & Heritage group, notably the Principal Officer – PRoW Access Strategy & Development covering strategy & policy development on the network and s106 scheme opportunity and delivery
- Provide professional advice on PRoW related issues to other divisions of the directorate, other Council directorates, elected members, and outside agencies
- Deal with detailed/complex enquiries as escalated by Countryside Access Officers, liaising with the Countryside Records and other teams as required
- Ensure all work is delivered to agreed standards and where necessary additional resource is drafted in to support key activities
- Develop effective partnerships with relevant outside agencies on a local, regional and national basis, through professional networks e.g. IPRoW, ADEPT & APSE to ensure all operations comply with current best practice and legislative requirements
- Develop understanding and participation in the management and use of the rights of way network working closely with community groups, local organisations and volunteers. With the Technical Officer Countryside Access maintain links to Principal Officer (Volunteer Co-ordination) & staff to share expertise, ideas and integration of volunteer effort
- Lead on performance management & reporting on progress against agreed targets via SIPs and KPIs including the risk register and escalating issues where required.
- Contribute to the monitoring and policy development of the Rights of Way Management Plan in partnership with the Principal Officer (PRoW Access Strategy and Development)

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
1. A professional qualification Level 5* (e.g. HND) (or similar qualification in a relevant discipline)	A/I/D
2. Significant experience [minimum of five years] working in countryside access, including extensive experience in the management of rights of way including all aspects of current and emerging legislation	A/I

Evidence of managing and prioritising a complex and dynamic workload	A/I
Knowledge and experience in project and programme management, budget management and other key managerial disciplines	A/I/D
Knowledge & experience of using methods of performance management	A/I
Proven ability to demonstrate advanced advocacy and negotiation skills to resolve complex issues with tact and diplomacy communicating complex issues in easy to understand language in a wide variety of situations	A/I
Experience in the use of asset management systems to prioritise investment, and other applications including GIS and experience of PRow recording systems (e.g. CAMs)	A/I/D
Desirable Criteria	Assessed By:
Membership of a relevant countryside access professional body	A/I/D
A sound understanding of agricultural, rural enterprise and land management practices	A/I
Postgraduate qualification in countryside access management or a related area	A/I/D
Delivering projects within a capital funded programme	A/I
Experience of managing staff in a front-line delivery team	A/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring

<input type="checkbox"/>	Other (please specify):		
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Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

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Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

