

Public Rights of Way Officer

Grade 7

About the Service

Based in the Economy, Infrastructure and Skills Directorate, Environment and Countryside is responsible for the management and development of Staffordshire County Council's country parks and green spaces, 4500km of statutory public rights of way and the associated definitive map, the provision of high-quality environmental advice across Staffordshire County Council functions and externally, the conservation of Staffordshire's natural and historic environment, rural development and the management of environmental data and spatial information. The service hosts the Cannock Chase National Landscape Partnership and is involved with other strategic environmental partnerships across the county.

Reporting Relationships

Responsible to: Rights of Way Team Leader

Responsible for: Volunteers

Key Accountabilities:

1. Ensure the Public Rights of Way (PRoW) network is open and accessible in accordance with policies and procedures.
2. Undertake inspections in response to issues, and audits of the Rights of Way network to identify actions required to ensure it meets legal requirements.
3. Investigate, negotiate and resolve issues on the PRoW network.
4. Advise and engage with elected members/officers, members of the public, landowners, developers and others on rights of way issues.
5. Build and maintain positive relationships with landowners, interest/user groups, district and parish councils to encourage partnership working and community involvement in management of the PRoW network.

- 6.** Advise and negotiate with landowners on lawful changes to the PRoW network.
- 7.** Under the direction of the Rights of Way Manager and Rights of Way Team Leader:
 - Organise and implement enforcement procedures
 - Process applications for emergency and temporary changes; and
 - Respond to formal notices
 - On occasion, advise on or respond to planning applications.
- 8.** Contribute to the preparation and implementation of appropriate plans, processes and procedures, including the Rights of Way Improvement Plan.
- 9.** To prepare and inform reports for relevant committees and planning enquiries.
- 10.** While this post is focused on PRoW, all roles need to be flexible and you may be required to support work across Environment & Countryside to meet business needs commensurate with the general nature and grading of this role.

Other Information

- The post holder will need to meet the travel requirements of the role locally and regionally.
- The work will involve working with others and alone, working outside of normal office hours such as evenings and weekends for stakeholder events.
- The work will involve accessing outdoor sites which would include for example, rough ground, mixed terrain, climbing stiles and going through gates.

Person Specification

Qualifications:

- Degree or equivalent experience in a relevant discipline (e.g Geography, environment, construction, project management etc) or equivalent knowledge, skills and experience

Knowledge and Experience:

- Knowledge and understanding of rights of way legislation, policy and practice in England
- Technical understanding of rights of way issues and solutions
- Experience and track record of successful negotiation and dispute resolution
- An understanding of procurement and contract management

Skills:

- Effective communication (written and oral) and interpersonal skills
- Negotiation skills
- Organised and flexible approach and ability to manage multiple tasks
- Excellent team working skills
- Good IT skills
- An understanding of Geographical Information systems
- Ability to interpret maps and legal information
- Ability to undertake regular site visits in a lone working situation which could involve difficult terrain
- Driving licence with the ability to undertake regular site visits to rural locations where public transport may not be available (reasonable adjustments will be considered in line with Equality Act)

This post is designated as a casual car user.

The content of this Job Description and Person Specification will be reviewed on a regular basis.