Assistant Countryside Officer

Grade 6(+2L)

**Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and the people of Staffordshire
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Based in the Economy, Infrastructure and Skills Directorate, Environment & 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 SCC 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.

**About the Role**

Staffordshire County Council Assistant Countryside Officers are integral part of the Environment and Countryside service that delivers the Council’s aims of creating a greener and more sustainable environment in Staffordshire. They play a key role in delivering quality greenspaces that deliver excellent recreational, nature conservation and landscape resources to residents and visitors to Staffordshire.

The country park team / Cannock Chase team operates seven days a week, 365 days a year; you will be required to work 5 days per week with two (generally consecutive) rest days; your work pattern may vary according to business needs.

Reporting Relationships

Responsible to: Assistant Country Parks Manager / Assistant Cannock Chase Site Manager

Responsible for: Volunteers

Key Accountabilities:

1. Under the direction of the Assistant Country Parks Manager / Assistant Site Manager, deliver maintenance and management tasks to implement site management plans and countryside / environmental stewardship schemes.
2. Responsible for undertaking a range of tasks that improve the visitor experience, conserve wildlife and heritage and ensure sites are presentable, safe and accessible, including patrolling, site cleansing, repairs and maintenance.
3. Supervise volunteers (1-2 volunteers at a time) to support management of the sites.
4. Complete basic site inspections and report issues to manager where appropriate.
5. Provide practical support to the delivery of events and visitor activities.
6. Ensure vehicles, tools and equipment are operated and maintained in a safe and timely manner.
7. While this post is focused on the countryside estate, all roles need to be flexible and you may be required to support work across the Environment and Countryside Service to meet business needs commensurate with the general nature and grading of this role.

Other Information

Normal outdoor working conditions. Protective clothing and boots are supplied.

Standard hours of work are 37 hours per week worked in five days. The post holder may be required to work on Saturdays, Sundays and public holidays. Some evening work may also be necessary at certain times of the year. Rest days in mid-week are currently allowed in lieu. The post holder will be paid at plain time rate in addition to normal pay for hours worked on Bank Holidays, extra statutory or concessionary holidays granted by the County Council.

The service operates across Staffordshire and the post holder may be required to work at any country park site in the county according to business need. The postholder may be required to undertake emergency duties out of normal working hours as necessary.

The postholder will have access to an appropriate pooled work vehicle for site duties but will be required to use their own personal vehicle to get to their place of work. Should the postholder be required to use their own vehicle, payments for any additional travel will be in accordance with the Staffordshire County Council Car Allowance Regulations, as currently existing and as amended from time to time (full details can be supplied).

This post is subject to DBS and medical clearance.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * At least two of the following and knowledge of others (desirable): NPTC Level 2 qualifications in chainsaw use & maintenance; strimming; mowing (pedestrian); brush cutters and trimmers; pesticides / spraying; off road driving; winching; tree safety management; ATV handling; digger driving; use of trailers; tractor driving and related operations; tractor mounted mowers; topper (rotary and flail). * First aid certificate (desirable) | A  A |
| **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * General understanding and experience of countryside management and managing public sites (essential) * Experience of practical site management and safe use of tools and equipment (essential) * Basic understanding of the needs of key habitats and species and general management of historic features (desirable) * General understanding and experience of health and safety procedures (essential) * Experience of working / engaging with the public (essential) and volunteers (desirable) | A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Skills**   * Good communication and interpersonal skills including ability to engage the public (essential) * Excellent team working skills (essential) * Basic IT skills (desirable) * Ability to deal with difficult situations and support dealing with emergencies (essential) * Current driving license (essential) and ability to drive off-road vehicles * Physical fitness including ability to walk reasonable distances and undertake physical work outdoors in all weathers (essential) | A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300