

Public Rights of Way Enforcement Officer

Grade 8

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.

About the Role

To be responsible for the investigation, progression and resolution of enforcement actions to ensure that the Staffordshire rights of way network remain safe, accessible, well maintained and easy to use. This role supports the authority's statutory duties to maintain and protect the definitive Public Rights of Way network.

Reporting Relationships

Responsible to: Rights of Way Team Leader

Key Accountabilities:

1. To organise, action and monitor rights of way enforcement procedures under the supervision of the Rights of Way Team Leader.
2. To thoroughly investigate, identify and recommend actions required, in response to representations and complaints relating to non-compliance and enforcement relating to the rights of way network.
3. To engage as necessary with landowners, tenants, farmers, members of the public, user groups and other organisations to resolve enforcement issues affecting rights of way through negotiation, consultation and engagement of policy and practice.
4. To support the Rights of Way Team Leader in actioning, issuing and responding to legal Notices and formal enforcement actions (under the Highways Act 1980, Wildlife and Countryside Act 1981 and other relevant legislation) within prescribed statutory time scales by investigating, making recommendations and providing administrative support.
5. To collaborate with other agencies on matters within their power e.g. anti-social behaviour, dangerous or aggressive animals, etc, making referrals for investigation, providing advice, and recommendations, monitoring progress and reporting on outcomes.
6. To prepare case files, gather evidence, statements and maintain robust and accurate paper and electronic records relating to formal enforcement to ensure either a successful resolution or prosecution.
7. To assist the Rights of Way Team Leader to present evidence for prosecution or public inquiries by undertaking research and preparing evidence.
8. To work closely with the Rights of Way Officers and other colleagues on matters relating to enforcement that may involve site-based meetings and co-ordination of tasks to ensure successful outcome/resolution to the cases.
9. To assist in the preparation of team, Service and Board/ Committee briefings and reports relating to non-compliance and enforcement by report writing, data analysis and research.
10. To liaise and work in partnership with other County Council teams and external organisations, e.g. Parish Councils and community groups, to develop local and strategic initiatives to proactively reduce non-compliance.
11. To work with the internal and external stakeholders communicating and updating on matters of enforcement.
12. To support the Rights of Way Team Leader in the development and delivery of the Rights of Way Improvement Plan

(ROWIP) by undertaking research, gathering evidence, analysis, briefings, report writing, etc.

13. To be flexible and support as required work across Environment & Countryside to meet business needs commensurate with the general nature and grading of this role.

Person Specification

Qualifications:

- Qualification to degree standard in a related discipline (e.g Environment, legal, geography etc.) or equivalent knowledge, skills and experience of Public Rights of Way/enforcement.

Knowledge and Experience:

- Demonstrable experience of undertaking enforcement in connection with breaches of legislation, including serving notices and the coordination and implementation of formal enforcement action
- Demonstrable working knowledge of legislation and guidance in relation to public rights of way, highway management and access to the countryside.
- Experience in dealing with conflict, collaboration and negotiating positive outcomes.
- Demonstrable experience of working in a flexible manner as part of a team
- Experience of the successful delivery of services and/or projects with diverse local communities and agencies
- Working knowledge of Health & Safety legislation and demonstrable experience of assessing and managing risk.
- Experience of drafting accurate maps and other records for public use.

Skills:

- Effective conflict management skills with the ability to confidently deal politely and effectively with confrontational situations in a calm and professional manner
- Demonstrable interpersonal and verbal communication skills, able to organise, influence and motivate internal and external partners
- Effective written communication including report writing and presentation skills
- Effective problem solving and investigative capability
- Effective time management and organisational skills with the ability to prioritise workload and manage multiple cases concurrently
- Methodical and able to keep highly accurate up to date written records
- A clear understanding and ability to read maps, navigation and survey skills

- Up to date working knowledge of IT systems, including skills in the use of GIS, database and digital photography applications
- Highly self-motivated and able to work without direct supervision
- 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