

## Job Title: Rights of Way Manager

### Grade: 11

#### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

#### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

#### **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, 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 citizens
- 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 & 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, and the management of environmental data and spatial information. The service hosts the Cannock Chase National Landscape Partnership, leads nature recovery

for Staffordshire & Stoke and is involved with other strategic environmental partnerships across the county.

### **Reporting Relationships**

**Responsible to: Head of Environment & Countryside**

**Responsible for: Rights of Way Team including direct management of Rights of Way Team Leader, Rights of Way Maintenance Team Leader, ROW Development Officer and Path Improvement Officer.**

### **Key Accountabilities:**

- 1.** To deliver Staffordshire County Council's statutory functions in relation to the management of Public Rights of Way (PROW), open access and promoted routes.
- 2.** Strategic management of the PROW network ensuring compliance, accessibility and sustainability.
- 3.** Develop, implement and monitor policies, working practices and procedures to ensure the continuous management and improvement of the PROW / rural access function.
- 4.** Work proactively to ensure that appropriate stakeholders, elected members and communities are consulted, informed and engaged as required.
- 5.** Support relevant forums and committees as required to facilitate evidence-led decision making.
- 6.** Allocate, mobilise and manage staff, financial and other resources to address demands and prioritise actions, ensuring activities are conducted safely and in compliance with relevant regulations.
- 7.** Develop a prioritised and targeted approach to improvement of the ROW network and seek resources to support delivery.
- 8.** Lead and manage a team of staff to deliver a consistent and professional service which includes:
  - Inspection of the ROW network
  - Resolution of complaints
  - Enforcement as appropriate
  - Maintenance and improvement work

- 9.** Ensure the appropriate management of structures across the rights of way network.
- 10.** Ensure rights of way are an integral part in the design and implementation of large-scale infrastructure and development schemes.
- 11.** Maintain a professional understanding of current and emerging rights of way/access legislation, policy and practice to inform continuous improvement and compliance of the service and work with appropriate networks to influence and shape ROW and access management approaches.
- 12.** Increase the capacity of the service through the effective community engagement, volunteer involvement and deployment.
- 13.** Use appropriate commercial, digital and community-based solutions to increase service capacity.
- 14.** To support the wider running of the Environment & Countryside service as required commensurate with the post.

**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.

**Special Requirements**

The post holder will be required to undertake emergency duties out of normal working hours as necessary.








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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Degree or equivalent in appropriate discipline</li> </ul>	A/I
   	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Detailed knowledge and understanding of rights of way (highways) and access legislation and practice in England</li> <li>Significant experience of rights of way procedures and management, including experience of enforcement, dispute resolution, analysis of historical evidence and demand prioritisation</li> <li>Experience of leading teams and line management including performance management and staff development</li> <li>Significant knowledge and experience of risk assessment and management, safe systems of work and CDM regulations</li> <li>Experience of budget management, procurement and contract management</li> <li>Significant experience of working with the public, volunteers, contractors, elected members and external organisations</li> </ul>	A/I/T A/I/T A/I A/I A/I A/I
 	<b>Skills</b> <ul style="list-style-type: none"> <li>Effective and strategic leadership and management skills</li> <li>Effective communication and interpersonal skills including ability to engage the public, collaborate with partners and constructively resolve disputes</li> </ul>	A/I A/I A/I

  	<ul style="list-style-type: none"> <li>• Excellent and flexible organisational skills</li> <li>• Good IT skills including GIS</li> <li>• Excellent team working skills</li> <li>• Ability to deal with difficult situations and resolve conflict</li> <li>• Current driving licence</li> <li>• Physical fitness including ability to walk reasonable distances and undertake physical work outdoors in all weather</li> </ul> <p>This post is designated as a Casual car user</p>	A/I  A/I  A/I  A/I
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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 **Liberata Employee Services Team on 01905 947446**