

Job Title: Rights of Way Maintenance Officer

Grade: 6

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, 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 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.

Reporting Relationships

Responsible to: Rights of Way Maintenance Team Leader

Responsible for: Volunteers

Work Pattern: The countryside service 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.

Key Accountabilities:

1. Under the direction of the ROW Maintenance Team Leader, deliver tasks to maintain the PROW network and resolve reported issues within required time scales and according to required procedures.
2. Supervise volunteers to support management of the network.
3. Install notices as required for diversions, closures etc.
4. Undertake basic audits to check condition of routes, infrastructure and waymarking and pass issues requiring inspection / liaison to ROW officers.
5. Undertake training and certification to operate tools, equipment and plant and safely undertake operations required for management of the network, including refresher training as required.
6. Ensure vehicles, tools and equipment are operated and maintained in a safe and timely manner.
7. Basic data entry to record and update information via the Countryside Access Management System or equivalent.
8. Maintain positive relationships with landowners.
9. While this post is focused on rights of way, all roles need to be flexible and you may be required to support work across Rural County to meet business needs commensurate with the general nature and grading of this role.

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.

SPECIAL REQUIREMENTS (IF APPLICABLE AND NOT COVERED ELSEWHERE)

- 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 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 for business journeys, 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.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional Membership <ul style="list-style-type: none"> At least two of the following at entry 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/I A/I
	Knowledge and Experience <ul style="list-style-type: none"> General understanding and experience of countryside access and rights of way management practice (essential) Experience of practical access management and safe use of tools and equipment in publicly accessible areas (essential) General awareness of environmental and legislative issues in relation to ROW maintenance (essential) General understanding and experience of health and safety procedures (essential) Experience of working / engaging with the public (essential), landowners and volunteers (desirable) 	A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> Good communication and interpersonal skills (essential) Excellent team working skills (essential) Ability to deal with difficult situations and support dealing with emergencies (essential) Basic IT skills (desirable) Current driving licence (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



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**