

Job Title: Rights of Way Officer (Fixed Term)

Grade: 7

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 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.

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> Degree or equivalent experience in a relevant discipline (essential) 	A/I
  	Knowledge and Experience <ul style="list-style-type: none"> Knowledge and understanding of rights of way legislation, policy and practice in England (essential) Technical understanding of rights of way issues and solutions (essential) Experience and track record of successful negotiation and dispute resolution (essential) Experience of procurement and contract management (desirable) 	A/I/T A/I A/I A/I
     	Skills <ul style="list-style-type: none"> Effective communication (written and oral) and interpersonal skills (essential) Negotiation skills (essential) Organised and flexible approach and ability to manage multiple tasks (essential) Excellent team working skills (essential) Good IT skills (essential) including GIS (desirable) Ability to interpret maps and legal information (essential) Ability to undertake regular site visits in a lone working situation where public transport may not be available and involving difficult terrain 	A/I 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**