

Rights of Way Path Improvement Project Officer (Fixed Term to 31st March 2027)

Grade 9

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 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

GP: 15/08/2025

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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: Development Manager

Responsible for: N/A

About the Role

The Rights of Way Path Improvement Project Officer will liaise with both internal and external stakeholders to design, develop, maintain and coordinate a path improvement programme. This post will project manage the delivery of improvement schemes and multi-faceted works across the Staffordshire Rights of Way network, supporting the authority's statutory duties to maintain and protect the definitive Public Rights of Way network.

Key Accountabilities:

1. In liaison with the Team Leaders and other colleagues, gather evidence and use intelligence to establish, develop and maintain an agile annual and forward programme of prioritised path improvement and complex works as part of ensuring the Public Rights of Way network is safe and accessible to the residents and visitors of Staffordshire.
2. Using project management methodology, design and successfully deliver Public Rights of Way projects, including those that are high-profile, working with internal and external stakeholders. Managing allocated project costs against the programme and utilising appropriate resources including volunteers.
3. Ensure that projects comply with Health and Safety regulations including the application of Construction Design Management (CDM) regulations and procedures as appropriate, by utilising knowledge, undertaking audits and inspections of paperwork.
4. Ensure that project design takes account of, and manages issues, risks and constraints including consideration of and compliance with Rights of

Way legislation, ecology and environmental regulations, policies, strategies and other requirements to ensure the County Council fulfils its legal obligations.

5. Contribute ideas to the development and continuous improvement of works and asset management specifications and standards and ensure consistent application on Rights of Way projects.
6. Undertake research, analysis and evaluation to support the development, delivery, monitoring and reporting of the Rights of Way Improvement Plan.
7. Liaise with Team Leaders to identify, develop/prepare applications or bids and secure additional internal or external funding.
8. Develop relationships with and present to key stakeholders (for example parish/town councils, locality forums, community groups and charities etc) and work with Internal Communications and Marketing teams to raise awareness of the path investment programme and facilitate collaborative discussions.
9. Work with the Right of Way Maintenance Team Leader to ensure that the ongoing maintenance of network improvements are sustainable and accessible following investment.
10. Act as the point of contact for project delivery and directly engage & negotiate with landowners and stakeholders to ensure successful delivery of path improvement projects across the Rights of Way network.
11. Monitor and maintain accurate up-to-date asset, financial and other records using GIS mapping systems, databases and document management systems including Health and Safety files to ensure that an effective and efficient service is delivered.
12. In line with procurement regulations and council policies / procedures support the procurement and commissioning of work by undertaking research, analysis and drafting preliminary documents.
13. To make recommendations on the assessment, application and effective delivery of the Community Path Initiatives (CPI) Scheme to ensure appropriate allocation of funding and effective use of public funds.
14. Contribute to policy development and service improvement initiatives related to Rights of Way by undertaking research, recommendations,

drafting documents etc.

15. Represent Staffordshire County Council at relevant meetings and committees to ensure that the Public Rights of Way implications and voice is considered in decision making for example the Local Access Forum.
16. 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

Other Information

- This post is designated as a casual car user.
- The post holder will need to meet the travel requirements of the role locally and regionally.
- The work will involve working with others and alone, working outside of normal office hours such as evenings and weekends for stakeholder events.
- The work will involve accessing outdoor sites which would include for example, rough ground, mixed terrain, climbing stiles and going through gates.

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"> Qualification to degree standard in a relevant discipline (e.g. Geography, environment, construction, project management etc.) or equivalent knowledge, skills and experience relevant to Public Rights of Way 	A/I
   	Knowledge and Experience <ul style="list-style-type: none"> Demonstrable knowledge and experience of Public Rights of Way legislation, requirements, standards, procedures, guidance and public infrastructure asset management Working knowledge and experience of developing programmes of work, successfully managing projects that involve construction works Experience of working with and coordinating teams not directly managed Demonstrable knowledge and experience of Health & Safety legislation and the application of Construction Design Management procedures and management of risk Demonstrable knowledge of procurement and contract management requirements, processes and procedures and experience of working with contractors Demonstrable experience of supporting in the creation of bids for internal and external funding 	A/I/T A/I A/I A/I A/I
 	Skills <ul style="list-style-type: none"> Proven ability to work with internal and external collaborations/partnerships to ensure the successful delivery of projects Demonstrable negotiation skills with the ability to build consensus, motivate and organise others Effective interpersonal and oral communication skills 	A/I A/I A/I

  	<ul style="list-style-type: none"> • Effective skills in written communication including report writing and presentation skills • Demonstrable problem solving and investigative skills • Demonstrable skills in project planning and management • Numerical skills to manage and monitor project and programme costs effectively • Effective organisational skills with the ability to prioritise workload and manage multiple cases concurrently • Methodical and able to keep accurate written records • Current and up-to-date knowledge of relevant IT systems, including skilled in the use of GIS and databases • Highly self-motivated and able to work without direct supervision • Full UK driving licence with the ability to undertake regular and extensive site visits to rural locations where public transport is unlikely be available 	<p>A/I/T A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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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. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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