

Job Title	Countryside Officer
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, 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 the people of Staffordshire
- 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 and is leading the development of the Local Nature Recovery Strategy for Staffordshire and Stoke. It is also involved with other strategic environmental partnerships across the county.

### **About the Role**

Staffordshire County Council Countryside Officers are integral to the Council’s aims of creating a greener and more sustainable environment in Staffordshire. They play a key role in delivering quality greenspaces that deliver excellent recreational, nature conservation and landscape resources to residents and visitors to Staffordshire.

### **Reporting Relationships**

**Responsible to:** Cannock Chase Site Manager / Country Parks Manager

**Responsible for:** Volunteers

### **Key Accountabilities:**

1. Manage the operational running of the countryside estate / Cannock Chase Country Park.
2. Support the development, and be accountable for the delivery, of site management plans as directed by the Country Parks Manager / Cannock Chase Site Manager.
3. Complete programmes of site inspections, appropriate surveys and deliver works to ensure the sites are safe, clean and accessible, ensuring any contractors operate safely on site.
4. Support emergency response work under direction of the manager, including fire safety, supporting emergency services and potentially deer callout duties.
5. Under direction of manager / ecologist, deliver tasks required under Countryside Stewardship and other environmental management schemes including grazing, mechanical and herbicide management, ensuring implementation of work to bring habitats into favourable condition, and wider work for wildlife and heritage.
6. Under direction of manager, support development and delivery of projects with appropriate partners to achieve site management plan objectives.
7. Ensure vehicles and equipment are deployed and maintained in a safe and timely manner.

8. Responsible for the visitor experience on site ensuring that it is engaging, enjoyable and safe.
9. Ensure that events and activities are compliant with legal and policy requirements and increase awareness of the need to care for special features on the sites.
10. Ensure constructive relationships with neighbouring landowners, tenants, local businesses and user groups and identify opportunities for new ways of working and efficiencies.
11. Engage with visitors and develop materials to increase public awareness of the special features and qualities of the sites and how visitors can support their conservation.
12. Ensure physical structures and premises are monitored and maintained to appropriate standards and that issues are promptly reported to an appropriate manager.
13. Practical implementation on site of the volunteer strategy ensuring volunteers are effectively supervised, supported and deployed day to day. This will include supervising groups of volunteers on site to deliver management tasks, surveys etc.
14. While this post is focused on the countryside estate / Cannock Chase, 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.

### **Other Information**

- 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 will 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 will be required to undertake emergency duties out of normal working hours as necessary.
- The postholder may have access to an appropriate pooled work vehicle or may be required to use their own vehicle depending on the task. If the postholder is required to use their own vehicle, 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).

- The postholder may be required to deal with deer casualties for which a shotgun or firearms certificate will be required. Where staff are required to work a deer casualty night rota, standby payment will be made in accordance with the County Council local agreement.
- This post is subject to DBS and medical clearance.
- This post is designated as a Casual car user.

### **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.









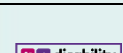

#### **Safeguarding**




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
 	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>Degree or equivalent in countryside management or appropriate discipline (essential)</li> <li>At least two (four desirable) of the following and knowledge of others (essential): NPTC Level 2 qualifications in chainsaw use &amp; 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); firearms licence; protected species licences; level 1 deer management qualification.</li> <li>First aid certificate (desirable)</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
      	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Sound understanding and experience of countryside management policy and practice and managing public sites. (essential)</li> <li>Significant experience of practical site management and safe use of tools and equipment. (essential)</li> <li>Experience of basic procurement procedures and working with contractors (desirable)</li> <li>Knowledge and experience of surveys and conservation requirements of key species and habitats and general management of historic features. (essential)</li> <li>Knowledge and experience of health and safety management, inspection procedures, emergency procedures and risk assessment. (essential)</li> <li>Knowledge and experience of engaging with the public and interpreting natural and cultural heritage. (essential)</li> <li>Experience of working with the public, volunteers and external organisations. (essential)</li> </ul>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Effective communication and interpersonal skills including ability to engage the public (essential)</li> </ul>	

  	<ul style="list-style-type: none"> <li>• Excellent team working skills (essential)</li> <li>• Good general IT skills (word processing, spreadsheets etc) (essential) and basic knowledge of GIS (desirable)</li> <li>• Ability to deal with difficult situations and respond to emergencies (essential)</li> <li>• Current driving licence (essential) and ability to drive of-road vehicles</li> <li>• Physical fitness including ability to walk reasonable distances and undertake physical work outdoors in all weathers (essential)</li> </ul>	<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.

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