Job Title: Cannock Chase Site Manager  
Grade: 11

GRADE xx

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 AONB Partnership and is involved with other strategic environmental partnerships across the county.

Reporting Relationships

Responsible to: Head of Environment & Countryside

Responsible for: Cannock Chase Team including direct management of the Assistant Site Manager and Countryside Officers

**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. Strategic management and securing a sustainable future for Cannock Chase Country Park.

**2.** Accountable for securing, ensuring delivery, monitoring and reporting on the Countryside Stewardship Schemes (or equivalents) for Cannock Chase to return and maintain the site in favourable condition and meet all requirements of the grants and management of other grant schemes.

3. Lead initiatives for heathland restoration and management of associated habitats and species, including grazing reintroduction and management.

4. Implement work to ensure wider environmental management of the site, including protection of priority species and measures to manage and mitigate recreational impacts.

5. Accountable for required environmental consenting procedures for all events and activities on site and ensuring compliance.

6. Lead effective operational collaboration with active partnerships involved in the management of Cannock Chase.

7. Develop, implement and monitor policies, working practices and procedures to ensure the continuous management and improvement of the country park.

8. Allocate and mobilise staff, financial and other resources to deliver the priorities within the site management plan.

9. Ensure the site is safe and accessible, that emergency procedures are in place (including management of deer callout procedures), implemented and reviewed and that all premises on site are managed in a safe and secure condition.

10. Responsible for the conservation and sustainability of the site to meet legal, environmental and statutory requirements.

11. Lead and manage a team of staff, including the Assistant Site Manager, Countryside Officers and Visitor Engagement Assistant.

12. Lead and oversee commissioning and management of contracts to deliver works on site, ensuring compliance with required financial and procurement procedures.

13. Work with partners, statutory agencies and elected members to ensure the operation remains compliant with legal and policy requirements.

14. Ensure communities can engage creatively and innovatively with the site to support its management and to deliver health, wellbeing and lifelong learning.

15. Ensure the effective deployment and management of volunteers within the service to support management.

16. Using appropriate commercial, digital and community-based solutions, increase the capacity of the service to deliver its outcomes.

17. To support the wider running of Environment & Countryside as required and commensurate with the post.

Special Requirements

Normal outdoor working conditions. Protective clothing and boots are supplied.

Standard hours of work are 37 per week worked in 5 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 holiday granted by the County Council

While focused on Cannock Chase, 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 post holder will be required to undertake emergency duties out of normal working hours as necessary.

The post holder may have access to an appropriate pooled work vehicle or may be required to use their own vehicle depending on the task. If the post holder 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 post is subject to DBS and medical clearance

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

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| **Minimum Criteria for Disability ConfidentScheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Degree or equivalent in ecology/environmental management | A/I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Significant understanding and experience of countryside and environmental management policy and practice and managing public sites * Experience of managing countryside stewardship or equivalent schemes and other externally funded initiatives * Experience and understanding of managing designated sites and protected species and associated procedures and requirements * Significant experience of managing public access to countryside sites * Experience in heathland, wood pasture and associated habitat management including delivery of conservation grazing * Experience of leading teams and line management including performance management and staff development * Experience of site management planning, practical site management and safe use of tools and equipment * Experience of surveys and conservation requirements of key species and habitats and general management of historic features * Significant knowledge and experience of health and safety management and risk assessment * Significant experience of budget management, procurement and contract management * Significant experience of public engagement and involvement * Significant experience of working with the public, volunteers, contractors, elected members and external organisations | A/I/T  A/I  A/I/T  A/I  A/I/T  A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_smallemployer_smallemployer_small**  **employer_small** | **Skills**   * Effective and strategic leadership and management skills * Effective communication, negotiation and interpersonal skills including ability to engage the public and constructively resolve disputes * Excellent team working skills * Ability to deal with difficult situations and respond to emergencies * Effective and flexible organizational skills * Good IT skills including GIS * Current driving licence and ability to drive off road vehicles * Physical fitness including ability to walk reasonable distances and undertake physical work outdoors in all weathers   This post is designated as a Casual car user | A/I  A/I/T  A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** 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**

**Shared Services on 01905 947446**