

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Countryside Access Officer
Salary:	£35,745 - £38,223
Grade:	G10
Hours:	37 - We are open to discussions about flexible working.
Team:	Countryside Access Team
Service Area:	Countryside Access and Trees
Primary Location:	The primary location is Sutton Farm, Sutton and you will be required to work from this location and in an agile manner.
Budget responsibility:	Delegated budget >£10k [capital] pa
Responsible to:	Team Leader Countryside Access
Responsible for:	None
Political Restricted Post:	No

Job Purpose

This post will undertake a variety of Public Rights of Way [PRoW] activities, ensuring the protection, maintenance and improvement of the network including legal enforcement work, acting independently and as part of the team, to support the Council's duties as Highway Authority

Deliver on key policy objectives in the Rights of Way Management Plan and encourage sustainable walking and cycling in line with Oxfordshire's climate change & LTCP/LCWIP policies and contribute to the development of future strategies

Assist with the delivery of the revenue and capital programme including the management of a delegated budget to deliver small improvements on the PRoW network

To support & enable communities, partner organisations and volunteers in the management and improvement of the PRoW & countryside access network

To maintain and develop management records using the Countryside Access Management System (CAMS) and associated systems and processes

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- Taking responsibility for the day-to-day management and protection of Public Rights of Way [PRoW]. Working independently and as part of a team, investigating and seeking the removal of obstructions, enforcement of the Highways Act 1980 and other relevant legislation, including the serving of notices under delegated powers. Where required collect evidence for possible prosecution and litigation cases on occupiers, and including actions taken against OCC, liaising with Legal Services, and attending court or public inquiries as witness as necessary
- Manage reports from the public, user groups, parish councils and other stakeholders regarding issues on the countryside access network. Undertake site inspections and identify actions required and find resolutions, in accordance with the Priority Case Load and Risk Management framework
- Project manage the work of volunteers, securing additional funding when required and ensuring monitoring of the delegated capital schemes budget
- Plan and oversee the delivery of the day-to-day work of the Assistant Countryside Access Officer post[s].
- Oversee and record information in CAMs. Analyse GIS data, and prepare briefing notes for reports for presentations, meetings, and forums
- Represent the Council at public meetings, exhibitions, events, and forums
- Analyse GIS Bridges Data Tool to undertake priority bridge surveying. Implementation of county or area wide infrastructure network condition surveys, and other surveys as required of the network & contribute to the creation of associated delivery programmes.
- Organise and contribute to local liaison groups, including the Local Rights of Way Forum[s], and local community and volunteer meetings. Prepare information and advice for landowners, users, and the public on rights of way issues and assist in the general promotion of the network for access to the countryside
- Liaise closely with farmers, land managers and occupiers to ensure that they carry out their maintenance and operational responsibilities
- Liaise with all levels of the political structure from County Councillors to Parish Councils
- Provide consultation responses to planning applications and development proposals likely to impact on PRoW from both internal and external consultation and other strategies like the Local Transport Plan. Oversee and contribute to the delivery of s106 funded schemes that are linked to public rights of way. Recommend improvements and mitigation where required
- Work closely with stake holders, central government, the charity sector, and other organisations and maintain positive working relationships
- Contribute to the development of policy to feed into strategic documents such as Oxfordshire's Rights of Way Management Plan, Service Delivery Plans etc.
- Liaise closely with the Countryside Records team regarding dedications and diversions, the definitive line and status of public rights where these are brought into question, and assist with matters relating to Definitive Map Orders, including the provision of evidence, any posting of notices and site visits
- Such other duties as may be required to support the work of the team and service.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Degree educated in an appropriate subject and/or proven experience in a Public Rights of Way field that demonstrates competent knowledge of current legislation and procedures	A/I/D
Ability to work effectively under pressure without direct supervision both individually or as part of a team. Self motivated with strong time management skills	A/I
Good verbal and written skills (including report writing) to communicate in a variety of formats to wide range of audiences	A/I
Ability to make decisions based on consideration of all relevant factors and be able to justify your decisions	A/I
Ability to negotiate, find resolutions to problems and deal with potentially confrontational situations in a diplomatic and professional manner	A/I
Ability to drive, and the possession of a current driving license and willing to work outside of normal office hours when required	A
Experienced in Microsoft Office suite and GIS database systems, ideally CAMS	A/I
Competent in the interpretation and use of OS mapping at different scales	A/I
Flexible and adaptable to changing priorities and requirements	A
Ability to survey sites in all weathers and walk up to 8 miles per day	A
Understanding of the Planning system & how it relates to Public Rights of Way including opportunity for investment to improve access e.g. s106 agreements	A/I
DESIREABLE	A
Membership of a professional organisation e.g. IPRoW, CMA or another relevant body	A
Experience of working in local or central government	A
Experience in contract management and procurement processes	A
Experience of budget management	
Experience of working with volunteer groups	A

Understanding of agriculture and land management practices	A
Experience of supervising the work of other staff	

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre-employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)

<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/>	Working on/ or near a road	<input checked="" type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.