

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:	Assistant Countryside Access Officer
Salary:	£30,559 - £33,366
Grade:	G8
Hours:	37
Team:	Countryside Access and Tree Service
Service Area:	Environment and Circular Economy
Primary Location:	Sutton Farm, Sutton & across the county but working extensively on an agile basis
Budget responsibility:	None
Responsible to:	Countryside Access Team Leader
Responsible for:	None
Political Restricted Post:	No

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- Provide assistance & support to the Countryside Access & Countryside Access Delivery Teams
- Assist with the team's day to day work relating to the maintenance, improvement and enforcement of the Public Rights of Way network, as part of the Countryside Access Team
- Assist with the maintenance and management of Public Rights of Way records using the Countryside Access Management System (CAMS)

The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies

Job Responsibilities

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

- Undertake site inspections of reported problems on the network and assist in identifying required action within the Priority Framework procedure
- Preparation of detailed job sheet instructions (including risk assessments) for work to be delivered by the Countryside Access Delivery team, contractors and where necessary inspecting completed work
- Protect public rights by assisting with the investigation and removal of obstructions using enforcement under current legislation where applicable
- Assist with organising and carrying out condition surveys of structures and other surveys across the network.
- Assist with the organisation and implementation of county and area-wide maintenance programmes e.g. vegetation clearance, bridge & fingerpost repair & replacement etc.
- Respond to queries from stakeholders including the public, parish councils, user groups etc. concerning local rights of way issues
- Regular liaison with volunteer groups including attending meetings & occasional site supervision
- Input information from public reporting, survey return forms etc. into the CAMs database to update and maintain records
- Ensure good general record keeping including accurate data entry, the preparation of reports from CAMs and administering Land Registry and utility requests
- Assist with the preparation of plans, undertaking site inspections and monitoring of planning applications where rights of way may be affected by development
- Assist in developing & maintaining positive engagement with local user and voluntary groups, NFU, CLA, Natural England, Environment Agency, and other agencies
- To attend and assist with the administration of partnership groups, including the Local Rights of Way Forums, Monitoring Group and the Oxfordshire Countryside Access Forum
- Undertake such other duties as may reasonably be required of you commensurate with your grade and as required to support the work of the team

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:
• Experience in a directly relevant field e.g. countryside management/access or PRoW work	A/I
• Basic knowledge of Public Rights of Way legislation	A/I
• Ability to communicate effectively by phone, by e-mail, MS Teams and in person in a variety of situations and preferably in a frontline public service capacity	A/I
• Confident in reading and using ordnance survey & digital mapping for reference and in the field	A/I
• Highly motivated, with the ability to work on own initiative but with a commitment to contributing to team and wider service objectives	A/I/T
• Experience of inputting and retrieving data from database record systems & spreadsheets	A/I
• High degree of accuracy in all work & proven ability to work to deadlines	A/I
• Hold a full driving licence and the personal mobility to make site visits and access all parts of the rights of way network in all weathers	A/I/T
• Commitment to providing good customer service with a drive for continuous improvement	A
• Commitment to continuous personal development	A/I
Desirable Criteria	
• A degree or diploma in a relevant subject.	A/I
• A minimum of one year's directly relevant experience in public rights of way work, including liaising with land managers, farmers, and tenants	A/D
• Experience of using the CAMs system for managing rights of way	A/I
• Experience of working with & supervising volunteer groups	A/I
• Knowledge of practical countryside skills	A/I
• Knowledge of health and safety issues, risk assessments etc.	A/I
• Understanding of agricultural and land management practices	A/I
• Basic surveying and/or cartographic skills	A/I
• An interest in the countryside and commitment to countryside access work.	A/I/T

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 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 checked="" 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 checked="" type="checkbox"/>	Other (please specify): Occasional contact with dogs, horses & farm animals in a residential/rural/field setting		

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.