



Job Summary Overview

Job title	Public Rights Of Way Officer
Career family	Place, Public Protection and Regulatory
Professional pathway	Environment and Climate Action
Career family level	Intermediate Officer (Tier 7)
Grade	10
Reports to	Team Leader Public Rights of Way
Financial responsibility	Influence over revenue and capital spend
Supervisory responsibility	No
Reference number	

Job Summary

Undertaking 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

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

Working with landowners, local communities, and stakeholders to resolve access issues and promote responsible use of the countryside and supporting initiatives that enhance public enjoyment and environmental stewardship.

Key responsibilities

- The day-to-day management and protection of Public Rights of Way, 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 network. Undertake site inspections and identify actions required and find resolutions, in accordance with the Priority Case Load and Risk Management framework.



- Coordinating repairs and improvements to signage, gates, and surfaces.
- 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
- Promoting safe and responsible use of countryside routes through guidance and outreach.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
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	✓	
Ability to work effectively under pressure without direct supervision both individually or as part of a team. Self-motivated with strong time management skills	✓	
Good verbal and written skills (including report writing) to communicate in a variety of formats to wide range of audiences	✓	
Ability to make decisions based on consideration of all relevant factors and be able to justify your decisions	✓	
Ability to negotiate, find resolutions to problems and deal with potentially confrontational situations in a diplomatic and professional manner	✓	
Ability to drive, and the possession of a current driving license and willing to work outside of normal office hours when required	✓	
Experienced in Microsoft Office suite and GIS database systems, ideally CAMS	✓	
Competent in the interpretation and use of OS mapping at different scales	✓	
Flexible and adaptable to changing priorities and requirements	✓	
Ability to survey sites in all weathers and walk up to 8 miles per day	✓	
Understanding of the Planning system & how it relates to Public Rights of Way including opportunity for investment to improve access e.g. s106 agreements	✓	
DESIREABLE		
Membership of a professional organisation e.g. IPRoW, CMA or another relevant body		✓



Experience of working in local or central government		✓
Experience in contract management and procurement processes		✓
Experience of budget management		✓
Experience of working with volunteer groups		✓
Understanding of agriculture and land management practices		✓

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you can work on a flexible basis in line with our Agile Working Policy.
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

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

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	x	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)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
x	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
x	Working on/ or near a road	x	Regular work outdoors
x	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	x	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)



☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		