

JOB DESCRIPTION

APPENDIX 1

Post Title: Apprentice Field Assistant	Director/Service/Sector	Office Use
Grade: TBC	Workplace: Site based (County Wide)	JE ref:
Responsible to: Field Officer	Date: December 2017	HRMS ref:
Job Purpose: Under the direction of a Field Officer to be part of a team carrying out maintenance and enforcement work on public rights of way, countryside management work and maintenance of countryside sites		
Resources	Staff	
	Finance	
	Physical	Country Parks and rights of way
	Clients	The general public
Duties and key result areas		
<p>As part of a small team and under the direction of Field Officers, Field Assistants and/or Project Officers:</p> <ul style="list-style-type: none"> • Assist with a range of tasks within a programme of maintenance, improvement and repairs to public rights of way as directed; these works to include: waymarking, signposting, drainage, surfacing, bridge works, stiles, gates, fencing, dry stone walling and general landscaping • To undertake estate management and other maintenance tasks at the Council's countryside sites • To assist with the implementation of other projects undertaken as part of the Countryside Team's work • Assist in the compilation of written records of resources used and progress of work in accordance with corporate procedures • To assist with regular safety checks and to help ensure the safety of other employees and the public in relation to the work undertaken • Under the guidance and direction of the Field Officer to ensure the proficient and safe use and maintenance of all tools (including power tools), equipment and plant provided both at the working base and on site • Comply with detailed and sometimes complex, spoken and written instructions drawings and plans • Interact with service users and members of the public in a courteous and respectful manner • To report environmental or antisocial behaviour incidents to the Field Officer • To carry out such duties of a similar nature as may be directed <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties relevant to the nature, level and extent of the post.</p>		
Work Arrangements		
Physical requirement:	Predominantly standing with regular walking, some lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards.	
Transport requirements:		
Working patterns:	0800-1600 Monday to Thursday, 0800-1530 Friday.	
Working conditions:	Primarily outdoors and in all weathers.	

PERSON SPECIFICATION

APPENDIX 2

Post Title: Apprentice Field Assistant	Director/Service/Sector:	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Basic General education ● An appreciation of and interest in countryside access and recreation work ● An appreciation and awareness of Health & Safety legislation and its application in the workplace in relation to the work of a Countryside Field Team 	<ul style="list-style-type: none"> ● NVQ in Countryside Management (or similar) minimum level 2 ● NPTC Pesticide PA1 & 6 ● Recognised chainsaw qualifications ● Relevant knowledge of the range of tasks together with the operation of associated tools and equipment ● First Aid Certificate 	
Experience		
	<ul style="list-style-type: none"> ● Experience of work in practical countryside/estate management ● Working experience of farming and forestry ● Experience of other building and construction techniques 	
Skills and competencies		
<ul style="list-style-type: none"> ● Willingness to learn skills in practical estate management, including fencing and joinery ● Willing and able to follow established working procedures including the interpretation and implementation of risk assessments ● Ability to understand and follow sometimes complex spoken and written instructions ● Capable of keeping good written records ● Able to plan, organise and prioritise own time and resources ● Dexterity and coordination to use hand or power tools and equipment ● Good communication skills 	<ul style="list-style-type: none"> ● Practical skills in bridge building, drainage, concrete laying, masonry work, dry stone walling, use of powered plant, tractor driving and general building maintenance ● Certification in chainsaw use, CS30, CS31, CS32 & CS36 ● Certification in pesticide use, PA1 & PA6 ● Basic understanding of rights and responsibilities on public rights of way in the countryside ● Ability to read and interpret maps and use a compass to navigate and confirm a location 	

Physical, mental and emotional demands

- Able to meet the physical requirements of the job in terms of lifting, carrying and walking over rough ground
- Able to maintain full awareness to help ensure safe working conditions
- Able to deal courteously with service users and the public
- Ability to operate outdoors in all weather conditions

Motivation

- Reliable and keeps good time
- Committed to providing quality customer service
- Appropriately follows instructions to achieve set tasks or objectives
- Adapts to change by adopting a flexible and cooperative attitude
- Supportive and adapts to team working

- A willingness to undertake further job related training.