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| **Job Description** |
| **Post title** | Rights of Way Officer |
| **JE Reference No** | A4117 |
| **Grade** | 7 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Transport & Contract Services – Strategic Traffic |
| **Reporting to** | Section Manager – Access and Rights of Way |
| **Location** | Your normal place of work will be County Hall, Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder is the main point of contact between the County Council and the public and landowners on matters relating to public rights of way and access. The post holder investigates reported problems, identifies solutions and enforces legislation as appropriate, and processes proposals to change the network.

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| **Duties and responsibilities** |

* Performance of the County Council’s statutory and legal duties in regards to PRoW and Open Access (including: Highways Act 1980, Wildlife & Countryside Act 1981, and Countryside & Rights of Way Act 2000).
* Responsible for ensuring the public’s use of the PRoW network is without risk of injury, intimidation or conflict.
* Provide effective liaison and mediation between the public, user groups, landowners and occupiers, and other stakeholders on agricultural, environmental, nature conservation and countryside / urban access issues and conflicts.
* Consult on proposals to change the public rights of way network, drafting of legal Orders and updating of the Definitive Map and Statement.
* Promote public access to, and enjoyment of, the countryside through advice and information on rights of access and responsibilities.
* Implement projects which integrate public access with nature conservation, enhancement of the environment and interpretation.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * HNC (or equivalent) in an environment or enforcement related discipline
 | * Membership of Institute of Public Rights of Way and Access Management Limited
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| Experience | * Experience of dealing with people in situations of conflicting interests
 | * Experience of Public Rights of Way or access management in a local authority
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| Skills & Knowledge | * Ability to analyse and resolve complex issues
* Ability to communicate effectively both orally and in writing
* Ability to resolve conflict
* Rights of Way legislation and management
 | * Ability to work using own initiative
* Ability to understand interests of path users and land managers
* Of Local Government
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| Personal Qualities | * Self-motivated and able to work under own initiative, but in accordance with the priorities of the Section
* A flexible approach to work and a capability to work under pressure to time restraints
* Willingness to attend meetings outside of normal working hours when required
* Ability to work in partnership with others and to forge effective working relationships
* Good general health
* Self confident and reliable
* Access to own transport or mobility support
 | * Ability to work as part of a multi-disciplinary team
* Ability to develop ideas and concepts into projects and policies
* Commitments to sustainable environmental policies
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