

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Field Officer	<b>Director/Service/Sector:</b> Place		<b>Office Use</b>
<b>Grade:</b> 5	<b>Workplace:</b>		JE ref: 2832 HRMS ref:
<b>Responsible to:</b> Countryside Project Officer	<b>Date:</b> March 2014	<b>Manager Level:</b>	
<b>Job Purpose:</b>	Under the direction of the Project Officer and working within one or more geographical areas, to lead a Field Team and be responsible for supervising, organising and carrying out maintenance and development projects associated with the Council's countryside management responsibilities.		
<b>Resources</b>	Staff	1	
	Finance		
	Physical	Country Parks and rights of way, shared responsibility for vehicles, tools & equipment	
	Clients	The general public	
<b>Duties and key result areas:</b>			
<ul style="list-style-type: none"> <li>● To carry out a range of tasks within a programme of maintenance, improvement, enforcement, signing and repairs to public rights of way including waymarking, signposting, drainage, surfacing, bridge works, stiles, gates, fencing, dry stone walling and general landscape works.</li> <li>● To identify and undertake estate management tasks at the Council's countryside sites, including minor maintenance work on buildings.</li> <li>● To assist with the implementation of a range of other projects undertaken as part of the County Council's Countryside Team's work.</li> <li>● The above three areas of work may involve the following tasks: <ul style="list-style-type: none"> <li>▪ joinery and carpentry, including the making of gates, stiles and footbridges, construction of shuttering and revetments and the routeing (engraving) of timber signs;</li> <li>▪ path surfacing, concrete and masonry construction and dry stone walling;</li> <li>▪ cleaning of information centres and toilets, litter picking and disposal of fly tipped waste and unblocking of foul drains;</li> <li>▪ fence construction (post and rail, post and wire and high tensile), hanging gates and installing stiles;</li> <li>▪ landscaping work including turfing, seeding, drainage and the construction of steps, paths, edging, boardwalks and revetments;</li> <li>▪ grass cutting and strimming; with use of an ATV and attachments;</li> <li>▪ the planting, pruning, felling and maintenance of trees and woodland; removal of windblown trees with the use of mechanical winches</li> <li>▪ assisting in the stock control of materials/tools/equipment;</li> <li>▪ carrying out emergency repairs at countryside sites to make safe and/or secure;</li> <li>▪ cleaning and minor building maintenance works;</li> <li>▪ inspect and replace water safety equipment and notices;</li> <li>▪ use of chainsaws and pesticides ;</li> <li>▪ to carry out a range of tasks that involve the manual handling of heavy loads sometimes in remote areas and over uneven ground.</li> </ul> </li> <li>● To organise and supervise the work of the Field Assistant(s) (including on the job training when necessary).</li> <li>● To undertake training and achieve certification as required in the use of chainsaws (and other power tools), pesticides and ATVs.</li> <li>● To liaise with landowners and managers regarding works to public rights of way and access to land.</li> <li>● When required, to brief, organise, train and supervise volunteer groups in the carrying out of maintenance tasks, including the organising of tool supplies.</li> </ul>			

- To monitor and keep an inventory of stocks of materials, tools, and equipment (including PPE) and to notify the Project Officer of all stock requirements.
- To ensure that Health and Safety legislation is complied with and 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.
- To utilise appropriate PPE equipment and ensure the safety of other employees and the public in relation to work undertaken.
- When required, to assist the Project Officer in the evaluation of projects including the preparation of schedules of materials, etc.
- To have a direct input into the management of County Council sites.
- To undertake management and monitoring of livestock and wildlife on the Council's countryside sites as required.
- To undertake regular inspections and maintenance of children's play equipment.
- To collect and account for cash taken from car parking ticket machines and donations boxes, as required.
- In the absence of the Countryside Officer or Project Officer, to record and report problems on site, and to liaise with and oversee contractors as required.
- To provide basic First Aid when necessary.
- To drive vehicles provided both on and off road, when necessary, including the towing of a trailer. To keep accurate vehicle records as instructed and to ensure regular cleaning and carry out routine maintenance.
- To keep accurate written records of completed works, health and safety information, etc. (including daily hand arm vibration monitoring and individual driving records).
- If required, to act as keyholder for the Country Parks and respond to emergency call-outs (including intruder alarm call-outs) out of normal working hours.
- To assist in the opening and closing of countryside sites and buildings, and report back to the Area Countryside Officer or Project Officer on issues relating to the good management of the countryside sites.
- To report environmental incidents and antisocial behaviour to the relevant authorities as required.
- To ensure the team completes jobs/tasks to a high standard and within agreed timescales.
- To assist with the rescue and removal of dead, injured or sick animals from Council sites (this includes the occasional use of an inflatable dingy or canoe).
- To assist with manual winter maintenance and other emergency duties as required.
- To follow Health and Safety requirements & adhere to job specific risk assessments
- To undertake work in potentially hazardous locations (such as, rivers, river banks, road side verges & steep slopes) and at heights.
- To carry out such duties of a similar nature as may be directed.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### **Work Arrangements**

Transport requirements: Ability to drive an off road vehicle with trailer (and any other vehicle as required) to and at sites throughout the county.

Working patterns: 8am to 4pm Monday to Thurs, 8am to 3.30pm Fri (with ½ hour lunch).

Working conditions: Willing and able to work outdoors throughout the year in a range of weather conditions. Willing to work as part of a small team or alone. Willing and able to work in remote locations traversing difficult terrain on foot.

Northumberland County Council

**PERSON SPECIFICATION**

<b>Post Title:</b> Field Officer	<b>Director/Service/Sector:</b> Place	Ref: 2833
<b>Essential</b>	<b>Desirable</b>	Assess by
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Full current driving licence.</li> <li>• Basic general education including literacy and numeracy skills.</li> <li>• Training in horticulture, landscape works or estate management.</li> <li>• A thorough working knowledge of Health &amp; Safety in the workplace including the use of risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in landscape, building, or construction trades.</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• At least three years' experience in estate management, building or construction trades, including significant supervisory experience.</li> <li>• Experience in the use of power tools including drills, strimmers and hedge clippers.</li> </ul>	<ul style="list-style-type: none"> <li>• Working experience of farming and forestry.</li> <li>• Experience of other building and construction techniques.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Practical estate management skills in: the construction and erection of gates, stiles and fencing: bridge construction, path surfacing, drainage installation; vegetation control using hand and power tools, and chemical controls; general landscaping and building maintenance.</li> <li>• A thorough knowledge of relevant Health and Safety procedures.</li> <li>• Able to follow agreed working procedures including the interpretation and implementation of risk assessments.</li> <li>• Willing and able to work alone and unsupervised in the outdoors.</li> <li>• Able to work effectively as part of a small team sometimes in isolated areas.</li> <li>• Able to keep accurate written and numeric records.</li> <li>• Able to organise and motivate staff and volunteers.</li> <li>• Ability to read and interpret maps and use a compass to navigate and confirm a location.</li> <li>• Good organisational skills.</li> <li>• Able to work on own initiative in the solving of problems.</li> <li>• Self-motivated and able to work without close supervision.</li> <li>• Able to drive four-wheel drive vehicles, often towing trailers, both on-road and off-road.</li> <li>• Willing &amp; able to be trained in the use of ATV &amp; attachments.</li> <li>• Willing to be trained in basic IT skills (email and word processing).</li> <li>• Able to demonstrate a positive 'problem solving' approach to new challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical skills in concrete laying, masonry work, dry stone walling, use of powered plant, tractor driving and general building maintenance.</li> <li>• Certification in chainsaw use, CS30, CS31, CS32 &amp; CS50.</li> <li>• Certification in pesticide use, PA1 &amp; PA6.</li> <li>• Basic understanding of rights and responsibilities on public rights of way in the countryside.</li> <li>• Basic IT skills.</li> <li>• Training in the use of small plant equipment.</li> <li>• Training in the use of All Terrain Vehicles..</li> <li>• Willing and able to be trained in the use of power tools (including chain saws)</li> <li>• Willing &amp; able to be trained in the safe use of pesticides.</li> </ul>	

<ul style="list-style-type: none"> <li>• Good verbal communications skills and able to deal politely and effectively with the general public and landowners.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Able to meet the physical requirements of the job in terms of lifting, digging and carrying tools and timber for significant distances over rough and difficult to traverse ground (on occasions in excess of 1 mile).</li> <li>• Willing to work in adverse weather conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the countryside and rights of way.</li> </ul>	
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Willing to undertake any relevant training as required.</li> </ul>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits