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| **Job Description** | |
| **Post title** | Tees Swale Access Officer |
| **JE Reference No** | N10739 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Tees Swale Programme Manager |
| **Location** | Your normal place of work will be AONB Office, Stanhope 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** |

This post will lead the delivery of the access elements of the Tees-Swale: naturally connected programme.

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| **Duties and responsibilities** |

* To support the delivery of the ‘Tees-Swale’ programme on behalf of the North Pennines AONB Partnership and the Yorkshire Dales National Park Authority.
* To lead on elements of the programme relating to access.
* To supervise contractors appointed to undertake specific projects within the officer’s main areas of responsibility.
* To liaise with farmers, landowners and partners in relation to access issues.
* To deliver new walking and multi-user routes, in collaboration with other colleagues and in association with specialist contractors where applicable.
* To establish and maintain close links with programme partners. To ensure appropriate expenditure on elements of the programme within the post holder’s remit.
* To co-ordinate access volunteer activities.
* To manage programme trainees which may be allocated to the postholder’s area of work
* To report, as required, to relevant bodies of the North Pennines AONB Partnership, its partner authorities and the Yorkshire Dales National Park Authority and its partners on issues and action in the North Pennines AONB and the Yorkshire Dales for which the post holder is taking the lead.
* To help to ensure that action undertaken within the AONB and National Park is consistent with and complementary to the purposes of designation / North Pennines UNESCO Geopark status.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Programme Manager.

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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 | * Degree or equivalent level education | * Degree in an environment, heritage,   countryside management or rights of way related subject |
| Experience | Significant experience of:   * Successful working on multi-partner project/s relating to countryside access. * Successful working in consultation with communities, partners and landowners to achieve objectives. * Creating new access routes for users (using the existing Public Rights of Way network). * Project and budget management * Writing detailed reports * IT software packages such as Excel and Word and GIS. | Experience of:   * Working with a broad range of people, but particularly the North Pennines and/or the Yorkshire Dales community and their representative organisations * Managing contractors * Volunteer co-ordination * Knowledge of national and local policy / initiatives for rural areas, the planning system, rights of way and access matters and socio- economic issues facing rural areas |
| Skills & Knowledge | * Ability to communicate effectively both orally and * in writing and to articulate and win support for action. * Ability to negotiate with landowners / land managers to deliver access improvements * Ability to develop partnerships and co-operation between partners. * Ability to prioritise workload. * Ability to undertake work with community groups and local businesses. * Ability to represent the AONB Partnership and Yorkshire Dales NPA at public and other meetings as necessary. * Knowledge of the access community, access users and barriers to countryside access. * Knowledge of Public Rights of Way legislation and access provision. | * Skills to carry out small scale repairs to access infrastructure * Knowledge of the needs of the community and environment in the North Pennines and/or the Yorkshire Dales. * Knowledge of natural beauty conservation, rural issues, farming challenges - particularly those affecting the uplands - and protected area management |
| Personal Qualities | * Articulate, presentable, pleasant and capable of making a positive impact on the area and its communities. * Considerable tact and good persuasion and negotiating skills. * Ability to work using own initiative, to generate ideas and to motivate others * An organised approach to work and a capability to work under pressure of deadlines and a heavy workload. * Ability to develop ideas and present them persuasively * Self-confidence, reliability and self-reliance and the ability to work without close supervision. * Ability to meet the transport requirements of the post. * Willingness to work outside normal office hours on occasions. | * A personal commitment to and interest in   the North Pennines and/or the Yorkshire  Dales. |