

Post Title: Assistant Area Countryside Officer (Forest Trails)		Director/Service/Sector: Local Services/Neighbourhood Services/Countryside and Green Spaces		Office Use
Grade: Band 5		Workplace:		JE ref: 4229 HRMS ref:
Responsible to: Countryside and Green Spaces Manager		Date:	Manager Lever:	
Job Purpose: To assist in ensuring that Northumberland's rights of way network is open and available, well maintained and easy to use.				
Resources		Staff	None supervises volunteers carrying out works	
		Finance	None	
		Physical	Public rights of way, and access land small handheld tools council vehicle	
		Clients	The general public, landowners, managers, regional organisations, and user groups	
Duties and key result areas: <ul style="list-style-type: none"> • Under the supervision of an Area Countryside Officer, to investigate and respond to representations and complaints relating to rights of way, and access land. • Under the supervision of an Area Countryside Officer, to identify the action required to resolve problems relating to rights of way, and access land according to procedures and targets set out by the Countryside Service. • To advise landowners and the public on the law in relation to public rights of way and access to the countryside. • To assist Area Countryside Officers to assert the law in relation to public rights of way • To take part in negotiation and liaison with landowners, farmers, user groups and other organisations over issues affecting rights of way and access land. • To administer and maintain records of reports, queries, complaints and requests relating to public rights of way and access. • To prepare works requests and work closely with Area Countryside Officers on matters relating to the improvement and maintenance of rights of way and access land infrastructure. • To assist in preparing specifications for works for contractors and volunteers. • To undertake detailed survey work of rights of way and access land using mapping, photographic and navigation equipment. • To administer accurately paper and electronic files and records relating to paths and access land. • Under the supervision of an Area Countryside Officer, to provide advice to the public, landowners, land managers, regional organisations, utility companies, councillors, parish councils and other community groups on rights of way and other access matters. • To survey and assess the condition of the rights of way network, as part of the County Council's Local Performance Indicators. • To assist in the administration of public path orders and to erect legal site notices in relation to public path orders. • To assist in providing a response to planning consultations involving public rights of way. • To erect signs and waymarks in relation to rights of way and access land. • To carry out vegetation control, minor repairs and maintenance tasks on the rights of way network. This may involve working with volunteers or local community groups • To carry out physical removal of minor obstructions from the rights of way network. • When necessary, to assist field teams in practical path improvement projects, including the manual handling of heavy loads in remote areas. • To assist in the management of County Council countryside sites as necessary. • To account for and maintain any PPE clothing, tools, equipment and supplies. • To undertake other duties within the responsibility level of the post 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				

Working patterns: Monday to Friday inc. flexi time
Working conditions: Willing to work alone outdoors in remote locations throughout the year, sometimes in poor weather.

PERSON SPECIFICATION

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Essential		Desirable		Assess by
Knowledge and Qualifications				
<ul style="list-style-type: none">Knowledge of relevant legislation and guidance in relation to public rights of way, access to the countryside, environment and conservation.Degree or equivalent Qualification(s) and /or training in a subject related to countryside management work and/or countryside access.Possession of a full driving licence and able to meet the transport requirements of the post		<ul style="list-style-type: none">Training in Rights of Way and access matters.Training in other aspects of countryside management practice.		
Experience				
<ul style="list-style-type: none">Significant Experience of working in rights of way and access (or a similar or related discipline)Experience of the practical application of Risk AssessmentsExperience of dealing with customer enquiries and delivering customer serviceExperience of working with volunteers and local community groups		<ul style="list-style-type: none">Experience of enforcing the law in connection with breaches of public rights of way legislation.Experience of successful delivery of services and/or projects with diverse local communities and agencies		
Skills and competencies				
<ul style="list-style-type: none">Good organisational skillsMethodical and able to keep accurate written recordsGood map reading, navigation and survey skillsAble to use digital mapping and database applicationsUp to date knowledge of word processing, spreadsheet and email applications.Good oral and written communication skills and the ability to convey complex legislative requirementsSufficiently fit and able to undertake path surveys alone over sometimes rough and isolated terrain for distances of several milesAble to deal politely and effectively with members of the general publicSelf-motivated and able to work at times without direct supervision		<ul style="list-style-type: none">Wide ranging knowledge of the countrysidePractical knowledge of path construction, maintenance and management techniquesGood cartographic skills with the ability to produce maps to scale		
Physical, mental and emotional demands				
<ul style="list-style-type: none">Physically fit and able to work alone in isolated locations and to traverse rough ground on foot over distances of several miles, carrying tools and equipment.Willing to meet farmers, landowners, agents and members of the public on site to discuss complex and contentious rights of way matters.Motivated and able to work without close supervision on occasionsAble to work alone in isolated locations where mobile phone reception is poor or non-existent		<ul style="list-style-type: none">Willing to work outside office hours on occasions, including evenings and weekends		

<ul style="list-style-type: none"> • Able to work alone in isolated locations adjacent to water bodies, including river crossings, through dense forestry plantations, military training areas, golf courses, quarries and open-cast coal sites. • Able to work on paths alongside and across busy and hazardous major roads and railways. 		
Other		
<ul style="list-style-type: none"> • Access to a private vehicle for work purposes • Dependable, reliable and a good time keeper 		

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