

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION	
Job Title:	Officer (Public Rights of Way)
Directorate:	Place and Economy
Service:	Highways
Reports to:	District Highway Maintenance Manager
Grade:	Scale SO1
Hours:	37

JOB PURPOSE

To plan implement and organise on the maintenance, protection, improvement and promotion of access opportunities (Public Rights of Way, permissive access and other access) in line with the Council's statutory duties and wider corporate objectives for the benefit and enjoyment of the whole community.

To support the District Highway Maintenance Manager in acting as a key liaison with local communities and land owners in regard to all aspects of the Public Right of Way Network.

To actively establish good customer relationships with elected members of Parish, District and County Councils, members of the public, user groups, government agencies and land owners.

PRINCIPAL ACCOUNTABILITIES		% Relative Importance
1	<p>Communication and Customer Focus</p> <p>To actively promote constructive relationships with elected politicians members of Parish, District and County Councils and members of the public, user groups, government agencies and land owners.</p> <p>Provide advice to local communities elected politicians members of Parish, District and County Councils and members of the public, user groups, government agencies and land owners on all Public Rights of Way matters.</p> <p>Undertake visits to communities and land owners to provide advice and assistance to resolve areas of concern.</p>	35%

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PRINCIPAL ACCOUNTABILITIES		% Relative Importance
	<p>Support Highway service identifying, defining, developing work packages and programmes that best meet the needs of users and the local community and by actively seeking input from local members, key stakeholders, potential users and the local community, throughout the development delivery and monitoring of work packages and programmes.</p> <p>Actively ensure stakeholders and the local community are kept engaged and informed of work package and programme progress, and any queries are dealt with sympathetically and within agreed response times and performance standards.</p>	
2	<p>Service Expertise</p> <p>Provide expertise to the service in relation to maintaining the local Public Rights of Way infrastructure network.</p> <p>Provide support and guidance to the service, as appropriate and deal with enquiries that require specific Public Rights of Way knowledge and expertise.</p> <p>Contribute to the wider Place and Economy Directorate through participation in working groups, as appropriate.</p> <p>Provide updates / highlight any concerns to District Highways Manager and teams on any emerging issues.</p> <p>To advise on the restoration, maintenance and improvement of the County's existing public right of way network in accordance with statutory duties, contributing to planning consultations and proposed changes to the network to assess future maintenance liabilities and securing development opportunities as they arise. Organise and order works required to agreed measurements and value whilst identifying efficiency savings where possible.</p>	20%
3	<p>Project work</p> <p>Provide expertise and advice for the service in relation to proposing, enabling and managing external funding bids in order to deliver public rights of way projects in accordance with CCC policies.</p> <p>Identify and plan resources both internal and external to achieve sustainable improvements to the Public Right Of Way network in the delivery of projects by working with internal and external parties.</p>	30%

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PRINCIPAL ACCOUNTABILITIES		% Relative Importance
	<p>To instruct and oversee routine maintenance works including agreement of measures.</p> <p>To determine the value of an order within the contract and any variation and the final agreed value.</p> <p>To be able to prioritise works and issue and manage orders using the Highway Services Contract and approved suppliers.</p> <p>To monitor revenue and capital expenditure to ensure value for money outcomes are achieved.</p>	
4	<p>Service Development</p> <p>Appraise and secure the protection and development of new access opportunities (specifically for safer non-motorised transport, health and recreation) through the planning process, identify prioritise projects to be implemented through the Annual delivery plan.</p>	15%

The Place and Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

PERSON SPECIFICATION	
Job Title:	Public Rights of Way Officer
Directorate:	Place and Economy (P&E)
Service:	Highways
Reports to:	District Highway Maintenance Manager
Grade:	Scale SO1
Hours:	37

The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential

- HNC or HND in Rural Management or equivalent knowledge and experience gained in the work environment.

Desirable

- Relevant degree and/or diploma in environmental work
- Membership of the Institute of Public Rights of Way Officers
- Certificated Health and Safety training

Knowledge and Experience

Essential

- Experience of practical construction and conservation tasks
- Recent proven experience of Rights of Way work
- Knowledge of relevant legislation
- Proven experience of practical work in countryside access and/or environmental management work in a professional capacity
- Confidentiality and discretion
- To be able to monitor expenditure
- Good level of IT skills

Desirable

- Knowledge and experience of financial processes and systems
- Some countryside and/or sustainable transport knowledge
- Understanding of contract management
- Experience of bidding for and delivering externally funded projects
- Understanding of the requirements and limitations of the Planning system
- Practical experience of commenting on Planning applications

Skills and Attributes

Essential

- Good interpersonal skills and the ability to deal with a wide range of people at all levels
- Good organisational and planning skills, ability to set priorities and meet deadlines when there are many conflicting demands
- Negotiation skills to influence change and secure improvements
- Good problem solving and analytical skills
- Excellent communication skills both written and verbal
- An ability to read and interpret paper and computerised maps
- Good IT skills, including Geographic Information Systems

Desirable

- Experience of giving presentations and public speaking
- Experience of producing information and interpretation materials in a range of media

Other

Essential

- Willing to work alone outdoors and over rough terrain in all weathers
- Have the ability to visit offices and sites, when necessary, where public transport is limited
- Have the ability to visit and inspect sites which may have difficult access
- Be able to attend meetings out of hours when necessary

Cambridgeshire County Council Behaviours - WIRE

The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

Working together

Scale 4-6

- I establish credibility and work cooperatively with colleagues and customers
- I maintain good practice as well as making future improvements

SO1 – SO2

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

Integrity

Scale 4-6

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

SO1 – SO2

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect

Scale 4-6

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

SO1-SO2

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

Excellence

Scale 4-6

- I plan and anticipate changes in working practice
- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes

SO1-SO2

- I respond to and tackle current and future challenges, providing solutions in the work I undertake