

# Post Specification

## Post Specification - Key Information

- **Post Title: Countryside Access Officer**
- **Date: March 2025**
- **Post Group Number: 6335**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT11**
- **Final Grade: Grade 11**

To be read in conjunction with the job family role profile.

## Service Area Description

The Countryside Access Team is responsible for carrying out Westmorland and Furness Council's legal responsibilities in respect to the public rights of way network, open access land and national trails.

## Purpose of this Post

To work in partnership to undertake a range of duties to ensure the council's statutory obligations in respect of the safeguarding, maintenance and improvement of the public rights of way network and open access resource are realised. To manage and process public rights of way legal orders, and to maintain the Definitive Map and Statement.

## Key Job Specific Accountabilities

- To proactively manage the Council's statutory obligations in respect to the management, maintenance and improvement of the public rights of way network and open access resource across the County, on time and within agreed budgets.
- Ensure all projects are delivered within the Countryside Access programme requirements and industry best practices. To manage contractors and third parties working on the rights of way network.
- To develop and improve rights of way and access resources to enhance accessibility. Ensure compliance with all relevant statutory requirements, financials controls, standing orders, procurement procedures, contract requirements and grant conditions within the Countryside Access framework, using partnership working.
- Management of a range of projects from inception to completion. Be responsible for producing designs, drawings, specifications and contract documents including bills of quantities in respect of relevant projects. Organise the coordination of contractors and lead the delivery of projects.
- Manage requests for modifications to the rights of way network, including investigations, consultations, the development of appropriate statutory orders and required establishment works. Where necessary prepare evidence for members and inquiries. Carry out enforcement duties on the rights of way network in line with the Westmorland and Furness Council enforcement policy.
- Identify, apply for, and manage external funding and granting to facilitate in the delivery of public rights of way improvements, national trails and capital projects.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** Managing multiple low to high value projects.
- **Staff Management Responsibilities:** Manage contractors working under contract for the Council.
- **Other:** The post holder must be confident in their abilities and be committed to their own development.

## Essential Criteria

- **Qualifications:**
  - Relevant technical or vocational qualifications at NVQ4/degree level or equivalent, or demonstrable experience.
- **Knowledge:**
  - Experience and competence in public rights of way and other associated legislation.
  - Awareness of and commitment to the requirements of the construction design and management regulations.
- **Experience:**
  - A strong track record in the delivery of low to high value projects.
  - Experience of managing public facing projects and programmes subject to interest by local communities and media.
  - Experience in managing contracts.
  - Demonstrate experience of working with a range of external and internal stakeholders including external funding bodies.
  - Experience of working in a commercial environment and commitment to the delivery of best value public services.
- **Expertise:**
  - Strong ability to accurately read and interpret maps and plans
  - Excellent verbal and written communication skills.
  - Ability to plan and prioritise workloads.

## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demands:** Regularly deal with difficult situations
- **Physical Demands:** Ability to walk over long distances including in remote locations and over difficult terrain.
- **Working Conditions:** Considerable periods of time outside in all weather conditions
  - The post holder must have the ability to travel throughout Westmorland and Furness and display the corporate standards of behaviour.
  - Ability to safely navigate and work in remote locations
  - Ability to work alone and manage difficult encounters with all types of livestock.

## Other Factors:

- The post holder must have the ability to travel throughout Westmorland and Furness and display the corporate standards of behaviour.
- Ability to safely navigate and work in remote locations
- Ability to work alone and manage difficult encounters with all types of livestock.