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Job and Person Profile

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| **Job title** | Green Access Development Officer  |
| **Job Reference** | 12886 |
| **Grade and Salary** | 5 - £32,076 per annum (pro rata if part time)This role includes performance related pay progression |
| **Directorate** | Growth, Highways and Infrastructure |
| **Service area** | Natural & Historic Environment |
| **Team** | Rights of Way and Access |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX – Hybrid working |
| **Hours per week** | 37 |
| **Status** | Permanent  |
| This role may offer the following flexible working options | * *Working part time hours (e.g., different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (e.g., a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (e.g., starting later and finishing later or other patterns)*

Please speak with the contact on the advert to discuss your preferences and learn more about the options that can be offered. |

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| **Main purpose of the job** |

To scope and deliver green access improvements, including developer and Nationally Significant Infrastructure Project schemes, in line with national and local planning policy, county council policies, duties, powers and the Green Access Strategy.

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| **About the team**  |

The Rights of Way and Access team sits within the Natural Environment section of the Growth, Highways and Infrastructure Directorate of Suffolk County Council. The team looks after the county council’s green access network. Green access includes 5,300km of public rights of way, open access and informal routes, and relates to moving about on foot, on bicycle or on horseback. The service works in partnership with others to manage the wider green access network which, in addition to public rights of way, includes other formal routes, such as cycle paths, less formal routes, such as permissive paths, and areas of open access.

Suffolk County Council’s ‘Suffolk Green Access Strategy 2020-2030’ covers the team’s main priorities with the vision “to get more people using and enjoying Suffolk’s green access network.”

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| **What you will be expected to deliver in the role** |

**This role is very varied but typical day to day tasks may include:**

* Scope and negotiate access improvements in liaison with colleagues, users, other public bodies and developers,
* Lead on enhancement and protection of walking and cycling access in the planning process,
* Project manage complete delivery of schemes,
* Manage external contribution budgets, including raising orders, monitoring and preparing budget reports,
* Liaise with, implement and monitor works contractors,
* Prepare and implement works specifications,
* Implement public path orders and other changes to the rights of way network, in discussion with the ROW & Access definitive map team,
* Attend meetings and liaise with developers, local councils and councillors, landowners, user groups, statutory bodies and the general public, providing advice and information on rights of way and access matters.

**Day to day tasks may include:**

* Being consulted on a proposed large housing development and liaising with colleagues, the local planning authority and the parish council on what access improvements the development might require, and scoping them on the ground,
* Once a financial contribution is received, revisiting the original access requirements and implementing them,
* This might mean liaising with the definitive map on changes to the Public Rights of Way (PRoW) network, producing specs for construction works, discussing these with the area ROW & Access office, liaising with affected land managers and tendering works contracts,
* Subsequent award of contracts, including monitoring and signing off.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and Professional Memberships**

1. Degree or equivalent in a relevant discipline/or equivalent experience

**Values and personal qualities**

1. Demonstrates personal values and behaviours aligned to our corporate [WeASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/opportunities/life-at-suffolk-county-council/our-weaspire-values) values
2. Passionate about making a positive difference for Suffolk
3. You will be a professional who can take the initiative and work independently, a team player and possess the type of communication skills which allow you to negotiate with and influence a wide range of stakeholders.

**Specialist knowledge skills and experience**

1. Very good project management skills and experience,
2. Very good written, verbal and networking communication abilities,
3. Proven negotiating and influencing skills, with diverse range of stakeholders,
4. Knowledge and preferably experience of the role walking and cycling play in health and carbon reduction outcomes,
5. Very good knowledge and experience of preparing and working to specifications and delivering works contracts to time, quality and budget,
6. Very good budget management experience,
7. Good working knowledge of IT software, including mapping,
8. Experienced and proven self starter,
9. Very good ability to plan workload effectively, organise resources and meet deadlines,
10. A genuine commitment to improve access to the natural environment,
11. Understanding of impact of large projects or developments on public services especially highways, and ability to think creatively about opportunities to improve walking and cycling access where funding might be available,
12. Experience of working to procedures. Experience of legal processes and regulations would be an advantage,
13. Able to read, draw and interpret maps at varying scales,
14. Good political awareness,

**It would also be desirable to have**

1. Knowledge of rights of way and access maintenance and protection procedures and legislation or associated discipline,
2. Able to interpret and apply legislation,
3. Knowledge and experience of the planning process,
4. Awareness of income generation and partnership working,
5. Good presentation skills in relation to public speaking and reporting at meetings,

**Additional requirements**

1. Able to traverse long distances over all types of terrain and obstacles.

**Travel requirements**

Frequent Travel Essential – We positively encourage the use of technology to communicate and engage, but in this role, you will need to travel, so you must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means. This will include accessing remote sites over rough terrain, inaccessible to vehicles.

A work vehicle may be available for site visits, and the county council has a fleet of pool cars.



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

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| **W** | **Wellbeing** – Looking after yourself and each other #oneteam |
| **E** | **Equality** – Respecting, valuing, embracing, and celebrating everyone’s unique differences |
| **A** | **Achieve** – We are the best we can be |
| **S** | **Support** – We work as one team |
| **P** | **Pride** – We are passionate about making a positive difference to the people and place of Suffolk |
| **I** | **Innovate** – We believe that every penny counts and every minute matters |
| **R** | **Respect** – We give and earn respect |
| **E** | **Empower** – We empower, encourage, and motivate |

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our ASPIRE values.



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

The commitment applies to all roles in the council. We all have customers, whether they are internal or external, and we all have a responsibility for striving to consistently deliver excellent customer service.

Importantly, the commitment also covers our expectations of customers when they contact us and access our services.

[**Click here to view our Customer Commitment.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **Guaranteed Interview Schemes** | If you are a care leaver or have a recognised disability, please tell us on your application form and we offer a guaranteed interview for those who meet the essential criteria from the role. |
| **Reasonable Adjustments** | If you have a disability or long-term illness that may prevent you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.**Tel: 03456 053 000 Email:** **recruitment@suffolk.gov.uk** |
| **Parental Leave** | We are happy for you to apply if you are pregnant, on maternity leave, or another kind of long-term parental leave.  If you are the best person, we will wait for you and appoint someone else on a temporary basis if needed. |

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| We offer a fantastic working environment including diverse and active staff networks,great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents. Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more. |