**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Rights of Way Officer |
| **Job Reference** | 14836 |
| **Grade and Salary** | 5 - £32,076 per annum (pro rata if part time)This role includes performance related pay progression |
| **Service and Team** | Natural and Historic Environment, Rights of Way and Access |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX andRougham Service Delivery Centre, Rougham Industrial Estate, Rougham, Bury St Edmunds, IP30 9ND – Hybrid  |
| **Hours per week** | 37 |
| **Status** | **Permanent x 2 posts** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg 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 (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To protect, maintain, promote and develop public rights of way and access, in accordance with the county council’s statutory duties and powers, the Green Access Strategy and other relevant strategies, policies and procedures.

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| **About the team**  |

The Rights of Way & Access (ROW) service 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 moving about on foot, on bicycle, wheeling 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.

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

**Day to day tasks may include:**

1. Respond to all customer correspondence, reports and complaints; prioritising each report, investigating, resolving and providing timely responses primarily using the Insight software system;
2. Investigate breaches of land managers’ statutory duties and resolve through giving guidance, negotiation and enforcement using the statutory powers in the Highways Act 1980, including prosecution;
3. Establish and maintain good working relationships with land managers, external agencies, user groups, parish, town, district councils, councillors, MPs and the general public, to improve local understanding and support for the maintenance and protection of the green access network. This will include attendance at meetings and presenting information;
4. Work with volunteers, eg parish councils and user groups, providing technical support, H&S guidance and supervision of practical work;
5. Be proactive and innovative in developing practical schemes for the maintenance and improvement of the green access network in accordance with the council’s statutory duties and powers;
6. Inspect public rights of way to assess condition, both of structures, including bridges, and surface condition, and record data using software and written records. Inspections will include safety inspections of structures, eg bridges and boardwalks, and recording asset data, specifying and ordering works;
7. Manage a practical works programme in accordance with the county council’s statutory duties and powers. This will include designing, specifying and implementing contracts, in line with Construction Design Management (CDM) Regulations 2015 and providing pre-construction information, and close monitoring of and liaison with contactors and land managers;
8. Provide consultation responses to the development team on planning applications as required, and support the improvement of green access in development sites by providing local knowledge;
9. Ensure that access is protected on development sites, including housing, Nationally Strategic Infrastructure Projects and Transport & Works Act sites by working with the developers and taking enforcement action when necessary;
10. Provide consultation responses for local council public path orders, providing specifications for works required on proposed routes and certifying satisfactorily completed works.

**A normal day may involve:**

* Prioritise incoming reports and plan most effective use of day.
* Undertake site visits to identify nature and location of defects.
* Meet land managers to discuss access to work sites for contractors, or to discuss a breach of compliance and agree action required.
* Meet a contractor on site to discuss works required and specifications, access and risk assessments.
* Liaising with colleagues on a scheme with opportunities to improve a local PRoW network.
* At end of day update records, send confirmatory emails or Highways Act 1980 enforcement notices.

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 a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Very good communication skills, oral and written, to communicate effectively with a variety of people and organisations providing information with a high level of accuracy.
2. Very good negotiation and assertion skills, including experience of working with the public, landowners on difficult or sensitive matters.
3. Well developed problem solving skills to make decisions and judgemental ability when dealing with complex issues and for managing the daily incoming public reports.
4. Experience in the design and delivery of practical work schemes on Public Rights of Way (PRoW) or other highways or comparable projects.
5. Good knowledge of ROW & Access legislation and procedures, and experience of working in a PRoW & access or related discipline.
6. Good project management skills.
7. Able to work to, and apply, legislative requirements and employer’s procedures.
8. Very good organisational skills, able to determine appropriate priorities on a day-by-day and mid term basis, and to manage own time and caseload with minimal supervision.
9. Able to read, draw and interpret maps at varying scales.
10. Accuracy and attention to detail.
11. Able to compile accurate statistics.
12. A good and supportive team player.
13. Good working knowledge and proficiency in the use of MS Word, Excel, Outlook, and MapInfo, GIS and ideally Insight software systems.
14. Able to deal sensitively with upset, anxious and irate members of the public.
15. A good understanding of, and ability to comply with, health and safety legislation and codes of practice (including the CDM Regulations 2015).

**Additional requirements**

1. Able to traverse long distances over all types of terrain and obstacles.
2. Able to transport hand tools, materials and equipment to site locations, including through use of 4 wheel drive off road vehicles.

**It would also be desirable to have**

1. Awareness of income generation and partnership working.
2. Good presentation skills in relation to public speaking and reporting at meetings.
3. GIS, GPS and basic surveying techniques.
4. Competence in law enforcement.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

**Frequent Travel Essential** - You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



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.

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

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| **Our Customer Commitment** |



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.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

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, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.