**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Green Access Delivery Manager (Sizewell C) |
| **Job Reference** | 17771 |
| **Grade and Salary** | 6 - £39,513 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 team |
| **Location** | Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP - Hybrid |
| **Hours per week** | 37 |
| **Status** | **Permanent**  |
| 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 scope and deliver green access improvements included in the Sizewell C (SZC) Public Rights of Way Fund, and report to the SZC Rights of Way Working Group, 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 (ROW) & Access service looks after the county council’s green access network. Green access includes public rights of way (PRoW), open access and informal routes and 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.

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

* Scope and negotiate access improvements in liaison with colleagues, users, other public bodies, landowners and developers,
* Deliver a long-distance shared use amenity route along the Suffolk Coast,
* Develop and promote new access routes including circular walks and open access,
* 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 and progress reports, including for the SZC Rights of Way Working Group,
* Liaison with those Nationally Significant Infrastructure Projects (NSIP) and other very large development applicants which might also cover the area impacted by SZC,
* Prepare and implement works specifications in accordance with Construction Design Management regulations,
* Arrange quotes or tenders, award contracts, manage and monitor contractors,
* Negotiate and 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:**

* Liaising with other local authorities and communities on a proposal to create and construct a new PRoW,
* Meeting a contractor to agree a works specification and construction phase plan,
* Tender a high value improvement scheme,
* Meeting a National Grid NSIP manager whose application might result in disturbance to a PRoW you intend to improve, to plan the optimal point to proceed with your improvement,
* Liaising with the definitive map team on changes to the PRoW network, producing specifications for construction works, discussing these with the area ROW & Access office, liaising with affected land managers and tendering works contracts,
* Awarding contracts, including monitoring and signing off,
* Meeting local community representatives and businesses to discuss enhancing and promoting local access through circular walks/ride, information and signage

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. Excellent project management skills and experience,
2. Excellent 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. Excellent 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,

**Additional requirements**

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

**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,

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.