

Kent County Council

Job Description: *Rights of Way Improvement Plan (ROWIP) Projects and Programme Delivery Officer*

Directorate:	Growth, Environment and Transportation
Unit/Section:	Strategic Development and Place , Public Rights of Way and Access Service
Grade:	KR 10 This sits within the PROW & Access career grade
Responsible to:	Head of Public Rights of Way and Access

Purpose of the Job:

Responsible for ensuring Rights of Way Improvement Plan targets and multi-agency access initiatives are delivered across the County.

Main duties and responsibilities:

- Lead the implementation of numerous public rights of way (PRoW) and countryside access initiatives where there is a necessity for a multi-agency/ partnership approach. In particular lead on the implementation of schemes identified by ROWIP partners and the Business Development Team. Manage delegated budgets staff and project teams as necessary
- Plan and deliver schemes that may be conceived and delivered within a short to medium term horizon; including the bidding for and securing of external funding/ grant and non-financial assistance from partners.
- Where legal orders are required to facilitate schemes, work closely with the Definition Team Leader to identify how the required work will be resourced and implemented.
- Deliver integrated access schemes in the growth areas, working closely with planners and developers.
- Lead on route alignment discussions with Natural England during the establishment of the new coastal access. Agree route alignment and lead on implementation.
- Contribute to responses made to local and strategic consultations as required.
- Champion quality standards and improvement within the Public Rights of Way and Access Service and with other access providers.
- When required, lead on strategic county-wide initiatives.

- Develop and maintain strong links with user groups, landowners and community groups as necessary to facilitate project delivery.
- Champion issues relating to access to the countryside for disabled people and under-represented groups
- Maintain a high profile for the Service and the successes of the Improvement Plan projects

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Rights of Way Improvement Plan (ROWIP) Projects and Programme Delivery Officer*

The following outlines the criteria for this post at KR10 grade. Progression through the career grade (See PROW and Access career grade) is dependent upon:

1. Achievement of relevant qualifications, an assessment of the individual's work and ability to undertake the responsibilities of the higher grade.
2. A business requirement for work to be undertaken at a higher level and the availability of a position at that higher level.

Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Educated to HND/Degree, NVQ4 or equivalent in a relevant discipline.</p> <p>Full Membership of the Institute of PROW Officers (IPROW)</p>
EXPERIENCE	<p>You will have extensive experience in Public Rights of Way, access work, contract management and an excellent knowledge of relevant legislation.</p> <p>Extensive experience of dealing with customers and adjusting delivery in line with their needs.</p> <p>Experience in delivering a programme of projects to specification, time and budget. Some of these projects may be complex.</p>
SKILLS AND ABILITIES	<p>Must have excellent interpersonal and communication skills along with tact and diplomacy.</p> <p>Must be able to understand the needs of customers and align service delivery to those needs.</p> <p>Must be able to process and reply to all correspondence directly giving legal and policy advice without the need for prior referral to a supervisor.</p> <p>Able to work under pressure.</p> <p>Must be able to think creatively and apply learning to a range of complex issues to bring about positive outcomes</p> <p>Must work co-operatively with others as part of a team as well as being a good self-motivator who is able to work without supervision.</p>

	<p>Able to work outside as well as in, in all weathers alone.</p> <p>Must be able to undertake site visits in remote locations and undertake some practical work.</p> <p>Oversee and manage more complex or politically sensitive queries and complaints from the public, landowners or other interested bodies in relation to PROW and respond directly ensuring that good relations are maintained and that the county's best interests are served.</p> <p>Must be able to demonstrate very good organisation skills and display a level of personal resourcefulness in taking responsibility for actions, which improve the PROW service.</p> <p>Prioritise and arrange their own work and work independently with the minimum of direction.</p> <p>Contribute, through leading on specialist issues, to ongoing policy, business planning and best practice. For example through the Kent Countryside Access Forum, developing new partnerships outside the organisation.</p> <p>Manage and develop project staff and partners.</p> <p>Must be able to travel to a number of locations within the county at short notice.</p> <p>IT skills including Word, Excel, Access and knowledge of practical use in Microsoft applications along with some knowledge of Geographic Information Systems and Global Positioning Systems essential.</p> <p>Practical experience of off road vehicle driving.</p> <p>A willingness to undertake training</p> <p>Actively promotes an inclusive culture of equal opportunity and access for all.</p>
KNOWLEDGE	<p>Can demonstrate an excellent understanding of the constraints that may exist on sites and the processes necessary to secure consents.</p> <p>Can demonstrate an excellent knowledge of national legislation and proposed legislative changes and sources of guidance relating to the delivery of PROW and access.</p> <p>Can demonstrate an excellent awareness of national and regional organisations.</p> <p>Is able to complete health & safety and risk assessment in respect of work programmes.</p>

KENT VALUES AND CULTURAL ATTRIBUTES

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making