

## Kent County Council

### Job Description: *PROW and EXPERIENCE Officer - Asset Management and Tourism Programme Delivery*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>Environment, Planning and Enforcement</b>
<b>Location:</b>	<b>East and West Kent Area Office</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>PROW &amp; Access Area Manager</b>

#### **Purpose of the job**

To identify and deliver programmes of work that meet both the objectives of the Interreg VA France Channel England EXPERIENCE Project and maintain and improve the PROW asset in line with Rights of Way Improvement Plan priorities.

The job will require close collaboration and work agreement with the EXPERIENCE Project Manager and the North Downs Way Trail Manager

The EXPERIENCE project is funded by the Interreg VA France Channel England Programme. EXPERIENCE is a €23 million project to promote off season tourism in the Channel Area. There are 14 partners in France and England.

#### **Main duties and responsibilities:**

1. Identify, using consultation and intelligence, programmes of capital and asset maintenance works that deliver the objectives of the EXPERIENCE Project and meet Rights of Way Improvement Plan priorities. Ensure that all aspects of the work are fully co-ordinated with project partners and stakeholders and specifically the EXPERIENCE Project Manager and the North Downs Way Trail Manager
2. In liaison with project partners prepare specifications for works to be carried out and award the work to suitably qualified contractors in line with County Council instructions and EU procurement rules for the procurement of services. Monitor and ensure that work is completed in accordance with the specification provided. Establish a programme of expenditure, monitor expenditure, and provide information for budget monitoring as required.
3. Secure any necessary consents and permissions that are required in order for the work to be undertaken and liaise with landowners to ensure the smooth delivery of the work. Attend and actively participate in local consultation meetings with stakeholders.

4. Follow all relevant statutory, professional, policy and procedures to ensure work is delivered in an effective and efficient manner. In particular, ensure risk assessments are in place for all work to be completed and that all other health, safety, and contractual requirements are met.
5. Use the Countryside Access Management System (CAMS) to maintain records of the work programme and provide regular and up to date information and reports of work completed for managers/members.
6. Carry out site visits and manage/prioritise a heavy workload.
7. Maintain an accurate up to date knowledge of Public Rights of Way legislation in respect of maintenance. Respond to enquiries and complaints from the public, landowners or other interested bodies in relation to work programmes and respond either in writing, by telephone or in person in line with the Customer Services Strategy.
8. Ensure that good relations are maintained and that the County's best interests are served.

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Educated to A' level standard or competent to NVQ level 3, BTec level 3, HNC or equivalent in a relevant discipline.</p> <p>Associate Membership of the Institute of PROW Officers (IPROW)</p>
<b>EXPERIENCE</b>	<p>Experience in Public Rights of Way, access work, contract management or civil engineering and knowledge of relevant legislation.</p> <p>Proven experience of consulting customers and adjusting delivery in line with their needs.</p> <p>Experience in delivering small projects to specification, time, and budget.</p> <p>Experience of enabling and guiding volunteers.</p> <p>Experience of delivering small projects within a partnership context.</p>
<b>SKILLS AND ABILITIES</b>	<p>Must have excellent interpersonal and communication skills along with tact and diplomacy. Must be able to understand the needs of customers and align service delivery to those needs.</p> <p>Able to work under pressure. 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 unsupervised at times. Able to work outside as well as in, in all weathers alone.</p> <p>Must be able to walk several miles regularly and undertake some practical work.</p> <p>Must be able to demonstrate good organisation skills and</p>

	<p>display a level of personal resourcefulness in taking responsibility for actions, which improve the PROW service.</p> <p>Must be able to travel to a number of locations within the county at short notice.</p> <p>Must be prepared for some travel within the UK and France as part of the EXPERIENCE project.</p> <p>Practical experience of off -road vehicle driving.</p> <p>Actively promotes an inclusive culture of equal opportunity and access for all.</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>A willingness to undertake training</p>
<p><b>KNOWLEDGE</b></p>	<p>Can demonstrate a basic understanding of the constraints that may exist on sites and the processes necessary to secure consents.</p> <p>Can demonstrate awareness of national legislation and sources of guidance relating to the delivery of PROW and access.</p> <p>Can demonstrate awareness of national and regional organisations.</p> <p>Understands and is able to complete health &amp; safety and risk assessment in respect of work programmes.</p>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• Open</li> <li>• Invite contribution and challenge</li> <li>• Accountable</li> </ul>