

Kent County Council

Job Description: *PROW Officer – Asset Management Programme Delivery*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment, Planning and Enforcement
Grade:	KR7
Responsible to:	PROW & Access Area Manager

Purpose of the Job:

To identify and deliver programmes of work that maintain and improve the PROW asset in line with Rights of Way Improvement Plan (ROWIP) priorities. The role also involves collaborative working with partners to deliver programmes of work that fulfil the objectives of externally funded projects that align with the ROWIP.

Main duties and responsibilities:

1. In consultation with Countryside Access Service colleagues, identify programmes of capital and asset maintenance works that meet Countryside Access Improvement Plan priorities. Ensure that all aspects of the work are fully co-ordinated both within the Public Rights of Way Network and within the County services as a whole.
2. Prepare a specification for works to be carried out and award the work to suitably qualified contractors in line with County Council instructions 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 and safety and contractual requirements are met.
5. Utilising the Countryside Access Management System (CAMS) 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.

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

Kent County Council

Person Specification: *PROW Officer – Asset Management Programme Delivery*

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.

	CRITERIA
QUALIFICATIONS	Educated to A level standard or competent to Level 3 NVQ, Diploma or equivalent in a relevant discipline Associate Membership of the Institute of PROW Officers (IPROW)
EXPERIENCE	Experience in Public Rights of Way, access work, contract management or civil engineering and knowledge of relevant legislation Proven experience of consulting customers and adjusting delivery in line with their needs Experience in delivering small projects to specification, time and budget Experience of enabling and guiding volunteers
SKILLS AND ABILITIES	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 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 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. Must be able to walk several miles regularly and undertake some practical work Must be able to demonstrate good organisation skills and display a level of personal resourcefulness in taking responsibility for actions, which improve the PROW service Must be able to travel to a number of locations within the county at short notice Practical experience of off-road vehicle driving Actively promotes an inclusive culture of equal opportunity and access for all

	<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>
KNOWLEDGE	<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 & safety and risk assessment in respect of work programmes</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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

Kent County Council

Job Description: *PROW Officer – Asset Management Programme Delivery*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment, Planning and Enforcement
Grade:	KR8
Responsible to:	PROW & Access Area Manager

Purpose of the Job:

To identify and deliver programmes of work that maintain and improve the PROW asset in line with Rights of Way Improvement Plan (ROWIP) priorities. The role also involves collaborative working with partners to deliver programmes of work that fulfil the objectives of externally funded projects that align with the ROWIP.

Main duties and responsibilities:

1. Identify, using consultation and intelligence, programmes of capital and asset maintenance works that deliver the objectives of the Rights of Way Improvement Plan and externally funded projects. Ensure that all aspects of the work are fully co-ordinated with project partners and stakeholders.
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 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. This may include detailed site survey, including topographical survey and channel profiles, the preparation of plans and drawings for technical approval the completion of applications for the necessary approvals. Undertake liaison 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.

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

Kent County Council

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

	CRITERIA
QUALIFICATIONS	<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>
EXPERIENCE	<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 managing contractors and enabling and guiding volunteers</p>
SKILLS AND ABILITIES	<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. Must be able to walk several miles regularly and undertake some practical work</p> <p>Must be able to demonstrate good organisation skills and 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>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, and knowledge of practical use in Microsoft and bespoke applications to enable the production of plans and technical drawings along with some knowledge of Geographic Information Systems and Global Positioning Systems essential</p> <p>A willingness to undertake training</p>
KNOWLEDGE	<p>Can demonstrate a thorough understanding of the constraints that may exist on sites, the processes necessary to secure consents and the actions to mitigate impacts in compliance with 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 & safety and risk assessment in respect of work programmes</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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