

## Kent County Council

### Job Description: *PROW Officer – Rights of Way Improvement Plan (ROWIP) Projects and 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>Group:</b>          | <b>Countryside &amp; Community Development</b>                 |
| <b>Grade:</b>          | <b>KR9 This sits within the PROW &amp; Access career grade</b> |
| <b>Responsible to:</b> | <b>PROW &amp; Access Manager</b>                               |

#### **Purpose of Public Rights of Way Officer- ROWIP Projects and Programme Delivery**

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

#### **ROWIP Projects and Programme Delivery, Principal Accountabilities**

1. Lead 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
2. Project 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.
3. 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.
4. Deliver integrated access schemes in the growth areas, working closely with planners and developers.
5. Lead on route alignment discussions with Natural England during the establishment of the new coastal access. Agree route alignment and lead on implementation.

6. Contribute to responses made to local and strategic consultations as required.
7. Champion quality standards and improvement within the Public Rights of Way and Access Service and with other access providers.
8. When required, lead on strategic county-wide initiatives.
9. Develop and maintain strong links with user groups, landowners and community groups as necessary to facilitate project delivery.
10. Champion issues relating to access to the countryside for disabled people and under-represented groups
11. Maintain a high profile for the Service and the successes of the Improvement Plan projects

### **General Accountabilities Common to All Public Rights of Way Roles:**

The following accountabilities are generic to all Public Rights of Way Officers. Work and projects will vary in complexity and allocation will reflect the knowledge and skills required. Work will be allocated to officers as appropriate to their grade.

1. Achieve, through negotiation, the resolution of conflicting and often complex legal issues to ensure that the needs and the rights of users and landowners are met and that expense and legal challenge to the Authority is minimised.
2. Prepare reports in a prescribed format for Public Inquiries, Hearings, Magistrates' Court and Crown Court. Prepare own witness statements as necessary and attend when necessary, ensuring the public and Authority's needs are met.
3. Develop and achieve an efficient process for the resolution and management of a heavy and diverse workload, follow all statutory, professional and service policy and procedures and work practices to ensure services are provided in a effective and efficient manner to the public. Ensure services represent value for money and are delivered on time and within budget
4. Maintain an accurate up to date and comprehensive knowledge of Public Rights of Way and Open Access legislation, interpret that legislation, respond to enquiries and provide advice, ensuring is not open to legal challenge, ensuring good relationships are maintained and KCC's best interests are served.
5. Carry out site visits and manage/prioritise a heavy workload. Investigate/follow up enquiries and complaints from the public, ranging from complex legal issues to day to day management issues.
6. To contribute to the development of PROW and Access, especially through the Rights of Way Improvement Plan (ROWIP), in identifying and developing improvements and changes to the Definitive Map. Interact with all sectors of "the

public" to ascertain needs and demands with regard to improving and developing countryside access, utilising a variety of promotional, marketing and research techniques.

7. Attend and actively participate in local consultation meetings with stakeholders and pressure groups and develop and maintain links with such groups (Local Access Forum, User groups, landowners, CLA, NFU, local councils etc). Where appropriate, and at the direction of the Area Manager, represent the County Council on relevant steering groups to ensure the County's interest are maintained.

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 – ROWIP Projects and Programme Delivery Officer*

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The following outlines the criteria for this post at KR9 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.

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|                             | CRITERIA  |
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| <b>QUALIFICATIONS</b>       | Relevant HND/Degree, NVQ4 or equivalent.<br><br>Associate membership of IPROW.  |
| <b>EXPERIENCE</b>           | Experience in Public Rights of Way, access work, contract management and knowledge of relevant legislation.<br><br>Proven experience of dealing with customers and adjusting delivery in line with their needs.<br><br>Experience in delivering small projects to specification, time and budget.<br><br>Experience of enabling and guiding volunteers. |
| <b>SKILLS AND ABILITIES</b> | 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.  |

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|                               | <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 undertake site visits in remote locations 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>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> |
| <b>KNOWLEDGE</b>              | <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>   |
| <b>OUR VALUES AND CULTURE</b> | <p>We are:</p> <p>Brave - we do the right thing , we accept and offer challenge.</p> <p>Curious to innovate and improve</p> <p>Compassionate, understanding and respectful to all</p> <p>Strong together by sharing knowledge</p> <p>Responsible for the difference we make.</p>   |

### **Salary and Status**

The salary scale for the post is 9: £30485 - £34693. The starting salary will be at the lowest point on the appropriate grade reflecting the competencies and experience of the successful candidate.

The post is nominally based at our Maidstone Office – Invicta House but we operate hybrid working: what works for you and us.

## Kent County Council

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

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|------------------------|---|
| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b>                        |
| <b>Division:</b>       | <b>Growth and Communities</b>                                   |
| <b>Group:</b>          | <b>Countryside &amp; Community Development</b>                  |
| <b>Grade:</b>          | <b>KR10 This sits within the PROW &amp; Access career grade</b> |
| <b>Responsible to:</b> | <b>PROW &amp; Access Manager</b>                                |

#### **Purpose of Public Rights of Way Officer- ROWIP Projects and Programme Delivery**

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

#### **ROWIP Projects and Programme Delivery - Principal Accountabilities**

12. Lead 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
13. Project 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.
14. 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.
15. Deliver integrated access schemes in the growth areas, working closely with planners and developers.
16. Lead on route alignment discussions with Natural England during the establishment of the new coastal access. Agree route alignment and lead on implementation.

17. Contribute to responses made to local and strategic consultations as required.
18. Champion quality standards and improvement within the Public Rights of Way and Access Service and with other access providers.
19. When required, lead on strategic county-wide initiatives.
20. Develop and maintain strong links with user groups, landowners and community groups as necessary to facilitate project delivery.
21. Champion issues relating to access to the countryside for disabled people and under-represented groups
22. Maintain a high profile for the Service and the successes of the Improvement Plan projects

### **General Accountabilities Common to All Public Rights of Way Roles:**

The following accountabilities are generic to all Public Rights of Way Officers. Work and projects will vary in complexity and allocation will reflect the knowledge and skills required. Work will be allocated to officers as appropriate to their grade.

8. Achieve, through negotiation, the resolution of conflicting and often complex legal issues to ensure that the needs and the rights of users and landowners are met and that expense and legal challenge to the Authority is minimised.
9. Prepare reports in a prescribed format for Public Inquiries, Hearings, Magistrates' Court and Crown Court. Prepare own witness statements as necessary and attend when necessary, ensuring the public and Authority's needs are met.
10. Develop and achieve an efficient process for the resolution and management of a heavy and diverse workload, follow all statutory, professional and service policy and procedures and work practices to ensure services are provided in a effective and efficient manner to the public. Ensure services represent value for money and are delivered on time and within budget
11. Maintain an accurate up to date and comprehensive knowledge of Public Rights of Way and Open Access legislation, interpret that legislation, respond to enquiries and provide advice, ensuring is not open to legal challenge, ensuring good relationships are maintained and KCC's best interests are served.
12. Carry out site visits and manage/prioritise a heavy workload. Investigate/follow up enquiries and complaints from the public, ranging from complex legal issues to day to day management issues.
13. To contribute to the development of PROW and Access, especially through the Rights of Way Improvement Plan (ROWIP), in identifying and developing improvements and changes to the Definitive Map. Interact with all sectors of "the

public" to ascertain needs and demands with regard to improving and developing countryside access, utilising a variety of promotional, marketing and research techniques.

14. Attend and actively participate in local consultation meetings with stakeholders and pressure groups and develop and maintain links with such groups (Local Access Forum, User groups, landowners, CLA, NFU, local councils etc). Where appropriate, and at the direction of the Area Manager, represent the County Council on relevant steering groups to ensure the County's interest are maintained.

## Kent County Council

### Person Specification: *PROW Officer – ROWIP Projects and Programme Delivery Officer*

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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:

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

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

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

|                             | CRITERIA  |
|-----------------------------|---|
| <b>QUALIFICATIONS</b>       | Educated to HND/Degree, NVQ4 or equivalent in a relevant discipline.<br><br>Full Membership of the Institute of PROW Officers (IPROW)<br><br>Kent Manager   |
| <b>EXPERIENCE</b>           | You will have extensive experience in Public Rights of Way, access work, contract management and an excellent knowledge of relevant legislation.<br><br>Extensive experience of dealing with customers and adjusting delivery in line with their needs.<br><br>Experience in delivering a programme of projects to specification, time and budget. Some of these projects may be complex. |
| <b>SKILLS AND ABILITIES</b> | Must have excellent interpersonal and communication skills along with tact and diplomacy. Must be able to understand the needs of   |



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|                  | <p>customers and align service delivery to those needs. 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. 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. Able to work outside as well as in, in all weathers alone. 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> |
| <b>KNOWLEDGE</b> | <p>Can demonstrate an excellent understanding of the constraints that may exist on sites and the processes necessary to secure</p>  |

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|                               | <p>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 &amp; safety and risk assessment in respect of work programmes.</p> |
| <b>OUR VALUES AND CULTURE</b> | <p>We are:</p> <p>Brave - we do the right thing , we accept and offer challenge.</p> <p>Curious to innovate and improve</p> <p>Compassionate, understanding and respectful to all</p> <p>Strong together by sharing knowledge</p> <p>Responsible for the difference we make.</p>   |

### Salary and Status

The salary scale for the post is 10: £34866 - £41011. The starting salary will be at the lowest point on the appropriate grade reflecting the competencies and experience of the successful candidate.

The post is nominally based at our Maidstone Office – Invicta House but we operate hybrid working: what works for you and us.