

## Kent County Council

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

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

#### **Purpose of - Public Rights of Way Officer- Asset Management Programme Delivery**

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.

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#### **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*

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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>	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)
<b>EXPERIENCE</b>	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
<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  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  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  A willingness to undertake training
<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>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <p><b>Invite Contribution and Challenge</b></p> <p><b>Accountable</b></p>

## Salary and Status

This post is offered on a permanent contract.

The appointments will be subject to 1 month notice.

The salary scale for the post is KR7: £22,581 - £25,564. The starting salary will be at the lowest point on this grade.

The post is based in our East or West Kent Offices and cover approximately half of the County.