

## Public Rights of Way Projects Officer

Grade 9

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

As a Public Rights of Way Projects Officer your key role will be to deliver specific projects aimed at improving the public right of way network. You will provide support, technical expertise and guidance on a range of activities and initiatives, with the overarching aim being to improve the Public Right of Way network across Kirklees, working towards a more successful and sustainable future for their management and maintenance. You will be supported by the Definitive Map Officer and team, working with internal and external organisations and partners to develop improvements and implement changes.

This role is based within Highways Service, which is part of the Directorate of Economy & Infrastructure. [Click here to find out more](#) ●

### The Job

As Project Officer within Public Rights of Way (PROW) you will research, develop and implement a variety of planned works or new initiatives. You have a key role managing the PROW network, providing information to support the Local Transport Plan, Unitary Development Plan, Countryside Agency and for Environmental initiatives as affects Public Right of Way.

You will take responsibility for specific aspects of Government, regional and local initiatives with regard to improvements to rights of way in line with set priorities and budgetary allocations.

You will assist with the Countryside and Rights of Way Act 2000, including issues surrounding Open Access and Rights of Way Improvement Plans. Carrying out research and investigation you will take relevant actions that are related to PROW. You will also be responsible for co-ordinating Public Right of Way forums.

Organise, prioritise and scheduling general maintenance works will be part of your role. You will need to manage this within agreed budget and ensure health and safety requirements are met for works and understood by those engaged, whether volunteer or matrix managed staff.

You will spot opportunities to develop sustainable management of the PROW network, undertaking research, sourcing funding, evaluating viability and implementation of projects. You will need to work closely with stakeholders, consult and engage with the public to support PROW access and improvement.

The job involves work outdoors in all weathers including walking over rough/remote terrain to assess and understand PROW network needs.

### Job Checklist

- Read and interpret maps to travel to sites and advise on PROW and implement works.
- Investigate enquiries and service requests and implement appropriate responses.
- Liaise with landowners, user groups, Elected Members, agents, solicitors and other partners about project work.
- Generate reports. Use a variety of formats
- Prioritise and schedule works within agreed budgets and timescales.
- Monitor and inspect works to ensure outcomes are met and before approving any payment.
- Ensure risk assessments and health and safety audits are undertaken before planned works.
- Demonstrate specialist knowledge of rights of way legislation in order to investigate concerns, advise or make recommendations on Public rights of Way.
- Input and retrieve information from IT systems and ensure systems are maintained to generate reports to assess performance for budgets and expected PROW outcomes.
- Work with partners, stakeholders and the public to improve the PROW network, support inclusion to achieve sustainability and develop the service.
- Help identify and secure funding.
- Deliver training and promote services.
- Please [click here](#) to see your responsibilities related to safeguarding ●

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Passionate about Public Rights of Ways, your enthusiasm and up to date knowledge of green spaces will inspire and motivate others to take part and do things better. You will know that there is an increased need to work with individuals, community groups, businesses and stakeholders to create and maintain successful communities and how best to transfer this to further developing and improving our green spaces.

Engagement and support can be difficult given the challenging financial times and complexities of day-to-day life. You know how to ensure that these issues are taken into account when making the spaces work better for our communities, whilst striving to ensure they are more sustainable to manage.

You're an excellent communicator and good at building outstanding relationships to get projects off the ground and get people involved, engaged and enthused.

You also understand that monitoring and evaluation is key. You have used performance indicators and provided reports to stakeholders in the past to demonstrate successful delivery, benefits and support changes. You understand the importance of being a positive representative of the council; and that your interactions with members of the public and colleagues must reflect this.


The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative and Supportive.

This role is at level 2. [Click here to find out more](#)

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

## Person Checklist

- Diploma in Rural/ Countryside Studies or Estate Management or ability to demonstrate how you can work to the required standards and knowledge of related legislation.
- Ability to produce, prepare and present technical reports.
- Understanding of Green space agendas to develop sustainable programmes of management.
- Experience of working with organisations, managing relationships with managers, colleagues or direct reports and members of the public.
- Experience of managing capital projects, delivering outcomes to timescale, within budget and providing guidance to staff/ volunteers as required.
- Proven skills in engaging with others to develop initiatives.
- Ability to use IT packages such as MS Word and Excel to maintain data and produce reports.
- Business skills and experience, including sourcing third party funding and management of budgets.
- Ability to carry out research and investigations and present information in different formats suitable to the audience
- Ability to monitor the achievement of objectives.
- Thorough understanding of health and safety and how it relates to this area of work to ensure safe systems of work are in place.
- Prepared to work outdoors in all weathers.
- Prepared to work on some evenings and weekends and on some bank holidays.
-  Has a full and valid driving license
- Willing to undertake medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.

*Job ID 17260. This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the requirements of the Person Checklist on your application form.

## **A Day in the Life.....**

### **Public Rights of Way Project Officer**

Public Rights of Way (PROW) is part of the Council Streetscene Service and provides a range of functions relating to all the footpaths, bridleways and byways in Kirklees, and access issues.

Part of the PROW team's work includes:

- Maintaining and improving the public rights of way network through planned and major works.
- Maintaining the legal record of Public Rights of Way, the Definitive Map.
- Processing of changes to the Definitive Map for any diversions, additions, upgrades or other changes.
- Providing advice on rights of way matters to others, including questions on maintenance, enforcement, path alignment and land ownership.

You will interact with a wide range of people, including the general public, contractors, volunteers, agents, landowners, farmers, user groups, external organisations and councillors. You will also have dealings with other parts of the Council, including various other highway services.

Excellent interpersonal and customer care skills are essential, as is the ability to understand and interpret complex procedures and legislation, and to maintain and update databases, spreadsheets, etc. using your good general IT knowledge. You will work closely with colleagues in the Greenspace Action Team and other members of the wider team advising on rights of way questions, practical works etc.

The role requires somebody who is self-motivated, flexible, pro-active and who can juggle different areas of work, with a commitment to the protection, maintenance and improvement of public rights of way. You will need to take the initiative in seeking and securing funding, with the ability to take schemes through to completion. You will need a good knowledge of legislation relevant to public rights of way. In addition, you will need to be able to demonstrate a strong attention to detail and to be able to work in a thorough and consistent manner. A willingness and ability to make a contribution to service improvement is important.

The post requires practical countryside, rights of way and access skills and the knowledge and experience suitable for instructing and supervising volunteers, arranging estimates and appointing contractors.

Typical tasks include:

- Checking documents and mapping and seeking further relevant information.
- Supervising volunteers on site and arranging access and materials.
- Site visits to check contractors for health and safety compliance and to discuss ongoing works.
- Undertaking minor works where appropriate, particularly safety issues, using and maintaining appropriate equipment.
- Surveying sites, assessing works needed, drawing up specifications, deciding on the appropriate workforce, requesting estimates, ordering works and managing budgets.
- Meeting with landowners, farmers and representatives to explain works affecting their interests, sometimes involving negotiation and difficult conversations.
- Handle general PROW enquiries / requests and maintain records.
- Responding to requests for major works such as bridge replacement, surfacing and drainage, and explaining the public rights of way framework within which works are shaped and implemented
- Preparation for and representation of the council at external partner meetings with, for example, the National Trust, Pennine Way Partnership and the Trans Pennine Trail. Such meetings usually involve negotiations and discussions on proposed schemes, funding opportunities and progress reports
- Discussing proposals for schemes with councillors and colleagues and writing associated reports