

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Senior Countryside Partnership Officer (Lower Mole)
Grade	PS8	Reports to (role title)	Countryside Partnerships Operations Manager
		Directorate	Environment and Infrastructure
JE Band	269-313	Service	Place Development
		Team	Countryside Partnerships and Fundraising
		Date Role Profile was created	Dec-17

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<p><b>Role Purpose</b> including key outputs</p>	<p>The Senior Countryside Partnership Officer (Lower Mole) will lead and motivate the Lower Mole Partnership Team of staff and volunteers to ensure objectives are met. They will plan, coordinate and implement programmes of countryside management work in partnership with funding partners and other clients. They will obtain consents and oversee works on site, liaising with staff and volunteers, contractors, landowners and local residents to ensure that the works are delivered in a safe, effective and professional manner.</p> <p>They will coordinate the work of the Lower Mole Partnership to achieve environmental and access improvements and to increase public understanding of the countryside by involving local agencies, groups and individuals. They will also assist the Operations Manager with the effective management of budgets, prepare accurate estimates, raise funds and monitor expenditure in order to ensure value for money.</p> <p>They will demonstrate and promote best practice to achieve ecological and access improvements, building and maintaining awareness, public understanding, support and income for the work of the partnership. They will also attract and inspire volunteers to become involved. They will help arrange a regular Lower Mole partnership steering group.</p> <p>They will be Health and Safety (H&amp;S) representative for the Countryside Group, effectively managing risk and the H&amp;S of contractors, assigned staff, volunteers, sites and equipment so as to ensure that H&amp;S is maintained according to the Council's statutory obligations and plant and materials are deployed effectively.</p> <p>They will organise servicing and repairs for the equipment and vehicle fleet at required intervals.</p> <p>They will promote the work of the partnerships through public events, interpretation materials and talks to inspire and engage people in their local countryside.</p> <p>To occasionally lead volunteer tasks and carry out livestock checks outside normal office hours, including working at weekends by arrangement in order to deliver an effective service.</p>
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<b>Work Context</b>	<p>The Countryside Partnerships Team is hosted by the Place Development Service in the Environment &amp; Infrastructure Directorate of SCC. The team delivers environmental and access improvements across the Lower Mole, Downlands and Heathland Partnership areas. The Countryside Partnerships Team is core funded by 8 Surrey Borough and District Councils, 3 London Boroughs, Surrey County Council, the City of London and the Whitgift Foundation.</p> <p>The Surrey Countryside Partnerships make a significant contribution to managing local countryside across Surrey and south London. Conservation grazing, volunteer tasks and works contracting also help partners meet their contractual obligations for land management under environmental stewardship. The Partnerships engage local communities and volunteers providing significant health and wellbeing benefits.</p> <p>The Senior Countryside Partnership Officer (Lower Mole) is line managed by the Countryside Partnerships Operations Manager. The Senior Countryside Partnership Officer (Lower Mole) will lead and motivate the Lower Mole Partnership Team of staff and volunteers to ensure objectives are met. They will plan, coordinate and implement programmes of countryside management work in partnership with funding partners and other clients. They will obtain consents and oversee works on site, liaising with staff and volunteers, contractors, landowners and local residents to ensure that the works are delivered in a safe, effective and professional manner ensuring best value.</p> <p>The post will be based at Horton Country Park, Epsom but will be required to travel regularly to and operate flexibly from other operational bases throughout the county, some of which may be inaccessible by public transport.</p> <p>Although mainly office based, the work will involve some site visits to often inaccessible locations, sometimes at short notice. The post will involve working outdoors in all weather and sometimes in difficult terrain, extensive travel for meetings, to deliver talks, events and similar activities within the county. The work is also likely to include occasional unsociable hours including some weekend and evening work for which time off is given in lieu.</p>
<b>Line management responsibility</b> if applicable	Line management responsibility for two Countryside Project Officers and groups of volunteers.
<b>Budget responsibility</b> if applicable	Manage the delivery of works up to £100,000 p/a.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.</li> <li>• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.</li> <li>• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.</li> <li>• Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.</li> <li>• Audit and monitor compliance of 3 parties with council requirements.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)</li> <li>• May manage or assist with budget/resource management in accordance with the council policies and procedures.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.</li> </ul> <p><b>Duties for all</b> Values: To uphold the values and behaviours of the organisation. Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.</li> <li>• May require a qualification relevant to the specific nature of the role.</li> <li>• Knowledge of relevant legislation, practices and policies applicable to specialist area.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Excellent IT skills, including MS Office and database management systems.</li> <li>• Ability to undertake technical work relevant to the role.</li> <li>• Excellent written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.</li> <li>• Previous experience processing, analysing and reporting data.</li> <li>• Previous practical experience in a relevant field.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Effective interpersonal, influencing and negotiation skills.</li> <li>• Experience of leading a team (where appropriate).</li> </ul>

<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• Degree or diploma in countryside management or a related discipline, or equivalent relevant experience.</li> <li>• First Aid qualification.</li> <li>• Chainsaw certification, pesticide application qualification, machinery use (excavators/ dumpers), trailer driving.</li> <li>• Current driving licence.</li> <li>• Up to date knowledge of ecology and countryside management.</li> <li>• Knowledge of conservation grazing and livestock management.</li> <li>• Knowledge of external fundraising and marketing.</li> <li>• Understanding of countryside issues and the County Council's countryside responsibilities.</li> <li>• Report writing and presentation skills with experience of public speaking.</li> <li>• Experience of a wide range of practical countryside management skills including coppicing, scrub management, step building and fencing.</li> <li>• Understanding and experience of project management, preparing specifications, costings, tendering, financial control and the management of volunteers and contractors.</li> <li>• Effective supervisory skills with the ability to lead groups of volunteers in practical work.</li> <li>• Ability to travel to remote locations, lone work outdoors in all weather, and sometimes difficult terrain, and occasionally work weekends and evenings.</li> <li>• Experience of coordinating and leading a team to deliver a countryside work programme, ensuring it supports wider partner, community and county council priorities.</li> <li>• Experience of working with a wide range of partner bodies including national agencies such as the Natural England, district and parish councils, consultants and contractors and voluntary bodies.</li> </ul>
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<p><b>Role Summary</b></p>	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>
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<p><b>Reference Number</b></p>	<p>BM-2023-237</p>
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