

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Countryside Capital Programme Officer
Grade	PS8	Reports to (role title)	Senior Countryside Access Officer - Maintenance & Enforcement
JE Band	269-313	Directorate / School	Place
Date Role Profile was created	01/03/2020 (Updated July 2026)	Service / Department	Highways Operations and Infrastructure
<u>Agile</u>	3	<u>DBS Requirement</u>	DBS not required

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.

Role Purpose including key outputs	To undertake work to implement the County Council's statutory and priority countryside access duties, powers and responsibilities. Contribute to work on rights of way and countryside access in order that all appropriate County Council duties and responsibilities are carried out as set out in the Rights of Way Statement and other relevant documents. Manage the delivery of capital works improvement programme for surfacing projects and bridges. Assist the development and organisation of programmes and projects to secure improvements to rights of way and access to open land and to implement the Rights of Way Improvement Plan. Assist with management of budgets and contracts to deliver the most cost efficient and effective services, securing external funding and other resources to make optimum use of available budgets and undertake new initiatives. Assist with organising, overseeing and carrying out health and safety arrangements, including for contractors, volunteers and the public, in order that the County Council's statutory obligations and health and safety objectives are met.
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Work Context	Within Highways Operations all the County Council's countryside access, legal, maintenance and improvement work on rights of way and open access land is undertaken by the Countryside Access Team led, by the Countryside Access Manager. In addition to this countryside access work the Council has responsibilities for promoting countryside access and for biodiversity. Countryside access issues can be highly controversial and of great public interest and concern. The work involves a wide variety of partners and other organisations and relationships needs to be managed with great sensitivity. Relationships with the public need to be carefully managed, often in the face of strong disagreement. The post holder has contact with local County Council members, other services across the County Council, Borough and District Councils, Town and Parish Councils and many voluntary and community organisations. There are a great many enquiries from members of the public. The post holder will support the continuous improvement of service delivery and the organisation's values.
Line management responsibility if applicable	None
Budget responsibility if applicable	Responsible for revenue and capital budgets in total of up to £200,000 p.a. working with the Senior Countryside Access Officer
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed.

	Policy and Compliance • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with organisational requirements. People & partnerships • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Resources • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. Analysis, Reporting & Documentation • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.
	Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & 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. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).

Details of the specific qualifications and/or experience if required for the role in line with the above description	Education, Training and Work Qualifications A-Level Standard of education or relevant work experience Membership of an appropriate professional body desirable. Knowledge Detailed and up to date knowledge of rights of way and countryside access legislation. Basic understanding of project management, including costing, effective management of contractors and financial control. Good understanding of practical techniques of rights of way maintenance, including bridges and of countryside management. Good IT skills including use of Word, Excel, Lotus Notes, database management systems, GIS, power point and other relevant computer applications. Understanding and commitment to the principles and practice of health and safety and equality and diversity. Skills and Abilities Able to communicate confidently and effectively with a wide range of people. Able to interpret maps, design drawings and specifications and write reports. Organisational ability. Adaptability, flexibility and able to work under pressure. Relevant Experience in practical minor civil engineering works and contractor management Experience of administrative procedures. Experience of working with a wide range of partner bodies including national agencies such as Natural England, district and parish councils, consultants, contractors and voluntary bodies.
	Other Requirements Ability to drive or otherwise visit inaccessible locations, sometimes at short notice. Ability to work outdoors in all weather and sometimes in difficult terrain. Willingness to work in Work style accommodation with open space offices and no fixed desk, etc. Able occasionally to work weekends and evenings
Role Summary	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.
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