# 

# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Land Management Project Officer

# Department: High Weald AONB Partnership, Community, Economy & Transport (CET)

# Grade: [Single Status 10/11](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: High Weald AONB Business Manager

# Purpose of the Role:

The role’s core purpose is to offer multi-faceted advice on managing land in a nationally protected landscape, inspiring actions that meet AONB Management Plan objectives and outcomes for climate, nature, people and place.

Alongside landscape advice the role offers land managers practical support with site surveys, maps, plans, grant applications and project implementation.

More strategically the role involves developing and running training programmes, facilitating collaborative working and driving innovative solutions to AONB issues.

The scope of the role is broad and therefore involves building relationships with a range of land managers and representatives from communities, local authorities, government agencies, eNGOs and other organisations.

# Key tasks:

1. Advising on land management activities that meet AONB Management Plan objectives.
2. Approaching and working with landowners to develop high quality land management projects that meet both theirs and funding agencies objectives and targets.
3. Undertaking database searches, desktop assessments and field visits to inform project development, delivery and evaluation.
4. Liaising with government agencies, land agents, funding agencies and other bodies as required to develop high quality land management projects.
5. Working with landowners to produce site-specific project proposals for consideration by grant-aiding bodies, sourcing specialist advice as required.
6. Producing site-specific project budgets; reviewing and updating financial information as required.
7. Enabling landowners to deliver agreed project proposals, sourcing and managing contractors if required.
8. Delivering co-ordinated promotional material for landowners, working with funding agencies and stakeholders.
9. Developing and delivering a land management events programme.
10. Facilitating landscape scale partnership projects
11. Supporting the operation of High Weald land management groups, including grant panels.
12. Gathering and disseminating information on land management issues to the JAC Partnership and High Weald land management advisory group.
13. Collecting and maintaining the information required to monitor, evaluate, and report on projects to the JAC Partnership and other funding agencies.
14. Overseeing the AONB team’s GIS system, providing training and support as required.
15. Representing the JAC at events and presenting the project as required.
16. Enabling landowners to comply with all relevant guidelines and permissions for working on protected sites and features.
17. Being aware of and adhering to ESCC health and safety policies and procedures.
18. Undertaking available training and showing a commitment to continuous development to maximise your potential and ensure the efficient and effective delivery of AONB Partnership services.

**Progression to single status 11 is subject to the following additional duties being required:**

1. Leading on and facilitating multi-year projects working in partnership and at a landscape scale.
2. Responsibility for for scrutinising and signing off grant claims.

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF Level 6 in a related subject.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Communication skills, both written and oral, and in both formal and informal settings.
* Ability to manage a range of ideas and objectives and to engage with a broad range of individuals and organisations at both a grassroots level and a strategic level.
* Able to offer technical advice and guidance based on evidence and explain this in a professional manner.
* Able to plan, manage and prioritise own work and to meet deadlines under pressure.
* A working knowledge of the Microsoft Office Suite, particularly Excel.
* Knowledge of land management practices.
* Knowledge of project management techniques.
* An understanding of regulations, policies and support and incentive schemes related to land management.
* Experience of giving land management advice through site visits
* Experience of producing costed, site-based, land management work plans
* Experience of developing and delivering land management projects
* Experience of communicating with a wide range of individuals at all levels (oral and written)
* Ability to travel across the AONB and access remote rural areas
* Able to work flexibly, including very occasional evenings and weekends
* Approachable and able to motivate others and inspire confidence
* Proactive and able to use own initiative.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to use GIS
* Able to demonstrate a personal commitment to increasing the understanding of, and participation in, the conservation and enhancement of a protected landscape.
* Ability to guide and train others.
* Membership of a professional body.
* Knowledge of the High Weald AONB.
* Knowledge of stakeholders involved in land management.
* An appreciation of land managers’ practical, economic and regulatory imperatives.
* Experience of organising and running events
* Experience of environmental data (e.g. soil, wildlife archaeology) data collation and analysis
* Experience of working with partnerships
* Up-to-date first aid certificate

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |