

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Countryside Project Officer (Lower Mole)
Grade	PS7	Reports to (role title)	Countryside Project Officer (Lower Mole)
		Directorate	Environment and Infrastructure
JE Band	228-268	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.

Role Purpose including key outputs	<p>The Countryside Project Officer (Lower Mole) will assist the Senior Partnership Officer (Lower Mole) in organising, implementing and leading practical countryside management tasks to deliver benefits for landscape, wildlife and people.</p> <p>They will liaise with landowners, conduct site visits, arrange costings, arrange tools, equipment and materials and oversee countryside management works on site.</p> <p>They will lead teams of volunteers or contractors to ensure that tasks are delivered in a safe, effective and professional manner. They will lead volunteer tasks as required and occasionally they may be required to carry out livestock checks. They will occasionally work outside normal office hours, including working at weekends. They will supervise the work of volunteers so as to ensure that health and safety is maintained and plant and materials are deployed effectively.</p> <p>They will promote public awareness and understanding of their work, countryside management and the partnership. They will attract and inspire volunteers to become involved in managing their local countryside in order to secure its sustainable management, and in identifying opportunities for generating further income and volunteer effort.</p> <p>They will assist the Senior Partnership Officer (Lower Mole) with the effective management of budgets for individual projects, providing accurate costings, raising funds and monitoring expenditure in order to secure best value.</p> <p>They will give talks, organise attendance at open days and other public events and meetings in order to publicise the work of the service and to maintain and increase public support for countryside management.</p> <p>They will prepare work reports, provide information for publicity purposes and liaise with and support the work of the countryside trusts.</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 Countryside Project Officer (Lower Mole) is line managed by the Senior Countryside Partnerships Officer (Lower Mole). The Countryside Project Officer (Lower Mole) will assist the Senior Partnership Officer in organising, implementing and leading practical countryside management tasks to deliver benefits for landscape, wildlife and people.</p> <p>The post will be based at Horton Country Park 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>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	Leads groups of volunteers.
<b>Budget responsibility</b> if applicable	Manage the delivery of a range of projects up to the value of £5,000.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency.</li> </ul> <p>Respond effectively to changing demands, adjusting priorities as needed.</p> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.</li> <li>• Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.</li> <li>• Communicate and liaise with service users and/or external contacts, representing the team/service as required.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• May assist in the management of a small budget or recovery of income.</li> </ul>

	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Collate data, prepare reports/statistics to meet statutory/management information requirements.</li> <li>• Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.</li> <li>• Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>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>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> <li>• Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF).</li> <li>• Knowledge of relevant technical area including, where appropriate, relevant practical skills.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Good IT skills, including MS Office and database management systems.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people.</li> <li>• Ability to prepare and present reports in a logical and digestible format.</li> <li>• High level administrative, analytical and organisational skills.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.</li> <li>• A methodical approach to information gathering, recording and reporting.</li> <li>• Typically previous work experience in a relevant environment.</li> </ul>
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> <li>• Diploma in countryside management or a related discipline, or equivalent relevant experience.</li> <li>• Certification in chainsaw, pesticide application, machinery use (excavators/dumpers) and first aid.</li> <li>• Full clean driving licence.</li> <li>• 4WD and off-road experience, plus trailer experience.</li> <li>• Knowledge of ecology and countryside management.</li> <li>• Effective supervisory skills.</li> <li>• Negotiation skills.</li> <li>• Presentation and report writing skills.</li> <li>• Relevant work experience with a broad background in all aspects of countryside management.</li> <li>• Experience of a range of practical countryside management skills including coppicing, scrub management, step building and fencing.</li> <li>• Experience of organising countryside management tasks and the management of volunteers and contractors.</li> <li>• Experience of leading, managing and motivating groups of volunteers.</li> <li>• Ability to travel to remote locations, lone work outdoors in all weather, and sometimes difficult terrain, and able to occasionally to work weekends and evenings.</li> </ul>
Role Summary	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.</p>