

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Countryside Access Delivery Team Officer	
Salary Grade:	£22,021 – 23,836 per annum	Grade: 7
Hours:	37 hours per week	
Team:	Countryside Access Delivery Team	
Service Area:	Community Operations – Area Operations Hub	
Primary Location:	Signal Court workshop, Eynsham operating Countywide	
Budget responsibility:	No	
Responsible to:	Countryside Access Delivery Team Leader [line management] Countryside Access Delivery Team Supervisor [daily supervision] *	
Responsible for:	Temporary staff or volunteers attached to the Countryside Access Delivery Team	

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

Support the delivery of a front-line maintenance service for the public rights of way [PRoW] network that is both sensitive and responsive to the needs of the public, land managers and local communities.

The post holder is responsible for ensuring that all relevant OCC policies and procedures are adhered to and concerns are raised in accordance with these policies.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

To support [and deputise for] the Senior Delivery Team Officer [SDTO] in the organisation and implementation of work programmes for the Countryside Access Delivery Team and other agencies in liaison with landowners and the wider Countryside Access Team.

To assist in the day to day implementation of practical maintenance and improvement projects on the public rights of way network including key responsibility for:



- On site delivery of high quality small to medium scale practical projects to the Countryside Access Officers and the rest of the Countryside Access Team including assessment and maintenance of standards of delivery
- Liaison and negotiation with landowners, the public and partnership organisations
- Direction of other staff or volunteers attached to the Countryside Access Delivery Team [CADT]
- On site decision making as required and up to a level commensurate with the post
- On site Health and Safety compliance
- Carrying out of default enforcement action when required

To assist in the day to day management and organisation of the workshop facility at Signal Court, Eynsham including:

- Health and Safety management and compliance at the facility and all operational equipment
- Maintenance of stocks of materials / equipment and hired plant
- Implementation of servicing and repair of CADT equipment in line with agreed protocols and schedules

To assist in the recording and updating of accurate records of:

- Works undertaken by the CADT on the PRow network.
- Health and Safety compliance [including CoSHH / PUWER and LOLER] and regulation
- Equipment owned and/or managed by the CADT/Countryside Access Team

To promote a strong customer & public service focus within the team

Undertake such other duties as may reasonably be required of you commensurate with your grade and as required to support the work of the team and wider service

*The CADT Supervisor role is still in development, until that work is completed this role reports to the CA Delivery Team Leader.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.



Essential Criteria

Assessed By:

1. Education to GCSE standard and/or NVQ, NC or 1st Diploma BTEC in countryside management, landscape, agriculture, forestry or related practices.	A/D
2. Relevant previous experience in a related field of work. This should include experience in the application and maintenance of tools, machinery and small plant to deliver high quality practical projects.	A/I
3. Proven ability to communicate effectively with a wide range of people including landowners, occupiers, contractors, colleagues and the public	A/I
4. Training elements to nationally recognised standards of attainment in chainsaw related operations [NPTC 002003 / 002004] and / or other plant and machinery operation e.g. brushcutter, tractor operations etc.	A/D
5. Proven ability to read and accurately interpret/navigate to remote locations using Ordnance Survey maps	A/I/T
6. Proven record of compliance with relevant Health & Safety legislation and its implication and application in the workplace.	A/I
7. Proven ability to work towards and meet agreed deadlines as a highly motivated and effective individual and as a part of a team.	A/I
8. Current valid driving licence	A/D

Hold a valid full UK driving licence

Assessed By:

Current/valid First Aid at Work / Emergency First Aid certification	A/D
Licence to drive vehicles with trailers [entitlements B+E]	A/D
Experience of driving off-road vehicles with trailers, tractors and small plant both on and off road.	A/I/T
An understanding of Public Rights of Way legislation & current countryside access issues	A/I
An understanding of current agricultural and nature conservation issues and legislation.	A/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)



Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	None

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or OCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults



<input checked="" type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input checked="" type="checkbox"/>	Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/>	Work requiring respirators or masks	<input checked="" type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input checked="" type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

CADTL – Countryside Access Delivery Team Leader – Team Manager

CADTS – Countryside Access Delivery Team Supervisor – Team Supervisor*

CASDTO – Countryside Access Senior Delivery Team Officer

CADTO – Countryside Access Delivery Team Officer

CADT – Countryside Access Delivery Team

See link in advert for team structure chart.

*The CADT Supervisor role is still in development, until that work is completed this role reports to the CA Delivery Team Leader

