

JOB SUMMARY

Post Title	Maintenance & Protection Officer						
Job Family	<i>Service Delivery</i>	Salary	£28,594 to £31,364	Line Manager to others?	Yes	Role profile ref	SD08 Grade 8A-E
Service Area	<i>Public Rights of Way</i>						
Line Manager	<i>Rights of Way Manager</i>						
Location	<i>Primary: Whitcombe Road Depot, Newport, Isle of Wight, PO30 1YS</i> <i>Secondary: St Christopher House, Newport, Isle of Wight, PO30 5XJ</i> <i>(note: this role is predominantly working outside on the Island's 500 mile public rights of way network)</i>						

Job Purpose

To undertake and supervise the maintenance of the Isle of Wight's 500 mile network of public rights of way and coast path; assist in the resolution of cases of obstruction and nuisance, reporting to the Public Rights of Way Manager.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Programme and supervise the work of the Rights of Way maintenance team ensuring adherence to and regularly updating all health and safety requirements including training and certification of competence.
- Take day-to-day responsibility of the Rights of Way depots and compounds, vehicles, plant and machinery and other equipment used by the maintenance team.
- Inspect defects reported through the call record system within agreed timescales, assess and prioritise required works to maintain the condition of the network within reasonably acceptable safety parameters and advise the Rights of Way Manager on maintenance requirements.
- Maintain up to date seasonal cutting schedules, assist in procuring of cutting contracts, monitor delivery of contracts to prescribed standards of quality and safety.
- Plan, develop and deliver the Rights of Way capital programme; liaise with contractors and supervise delivery of commissioned capital site works.
- Resolve cases of obstruction and nuisance affecting public rights of way including crops and cultivation and assist the Rights of Way Manager in further formal enforcement action.
- Research and keep up to date on developments in maintenance methods and equipment and advise the Rights of Way Manager on efficiency and environmental gains.
- Assist with the duties of Rights of Way Maintenance & Protection Officer (Coastal) in his absence.
- In conjunction with the Rights of Way Manager and the Strategic Manager, Highways and Transportation to be available as an out of hours contact and to respond to emergencies.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience of working with and understanding of the relevant legislation, statutory frameworks / requirements and good practice.	Experience of rights of way, agricultural, countryside/grounds working. Understanding of arable and livestock seasonal cycles and identification of common wildlife and vegetation. An understanding of the law and practice relating to public rights of way and how it should be applied.		D
Practical knowledge of a range of procedures and specialist equipment to support clients/business.	Health & Safety responsibilities of a supervisor including risk assessment. To comply with design requirements for public rights of way assets (e.g. surfaces, bridges, stile and gates).		D

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Sensitivity and empathy to build trusting and supportive relationships.	Tact and patience when dealing with the public, landowners and key partners.	E	
Proven ability to build and maintain constructive working relationships with a range of people.	Building and maintaining working relationship with landowners, user groups and other government agencies and organisations.	E	
Literate and numerate; Ability to maintain required records; ICT skills including use of Microsoft applications.	Compiling and updating Rights of Way records including defect reports, surveys and cutting schedules.	E	
Proven ability to communicate one to one and in small groups; Proven ability to manage challenging behaviour in clients / business owners.	Supervising and managing the Rights of Way maintenance team.	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
European Computer Driving Licence or equivalent.		E	
Relevant vocational /professional qualification.	Ability to drive and operate (off and on road) all necessary vehicles and machinery and to hold valid licences and certificates at all times: 4x4 vehicles with trailer, excavator, roller, dumper, grass/hedge cutting machinery, post banger, strimmer, chain/pole saw and all hand tools. Agricultural tractor and attachments (mowers, chipper, hedge cutter, post driver);	E	
GCSE level qualifications or equivalent		E	
Other Requirements			
Free from prejudice against particular rights of way users/groups. Sufficiently fit and able to walk up to six miles per day and to work in all weather conditions and as a lone worker when necessary.			
Organisation Structure			
<div style="text-align: center;"> Rights of Way Manager ↓ <u>Maintenance and Protection Officer;</u> Maintenance and Protection Officer (Coastal) ↓ Senior Maintenance Operative; Maintenance Operative </div>			