
Recruitment information

Job description and person specification

Your title	Countryside Estates Officer
DBS check	Basic
Post number	CS220
Your team	Culture, Leisure and Environment
You would be based	Civic Centre, High Street, Esher
Your line manager	Countryside Officer



Elmbridge
Borough Council

About the role

Culture, Leisure and Environment Services is a dynamic, customer focused, service orientated and fast moving Division dedicated to providing high quality services which meet the needs of the community and contribute to a better quality of life.

Working within the Countryside Team you will lead a team of dedicated Rangers carrying out practical habitat management and estate work, covering Local Nature Reserves, a SSSI and Open Spaces managed for the benefit of wildlife and recreation in the Borough.

The main purpose of the role:

To manage the Countryside Team and Countryside Estate following the requirements set down in the Countryside Strategy including operational arrangements.

To support the Countryside Officer in the provision of advice and guidance on countryside matters to all relevant shareholders including residents, users, members and external organisations.

To promote the Countryside Team's work which includes working with volunteers and voluntary groups. Develop better understanding of countryside management issues with the local community and users groups.

Specific duties and responsibilities

To manage the Countryside Team.

Within the Countryside section draw up work programmes in relation to the annual review and daily workload of the team and provide quarterly maintenance reports on the performance of this team.

Ensure staff are trained in all works expected to be undertaken including training on Health and Safety Regulations.

Undertake and monitor tree works in the absence of the Arboriculture and Countryside Officer. Have an overview of the Arboricultural Service to enable informed answers to customers enquiries.

Procurement of countryside management works- for example forestry contracts and an annual ditch maintenance contract

Liaison with local conservation groups and recording of ecological surveys on Council owned land.

To support the Countryside Officer in the preparation of grant applications as required.

To Implement the Countryside Strategy, instigate and assist in its review, including public consultation.

Implement the annual review of the Countryside Strategy, instigate and assist in its review, including woodland management, nature conservation and public consultation.

Liaise with all external bodies to ensure maximum grant aid is achieved and the appropriate groups are advised and permissions obtained to undertake works.

Enforce byelaws on Common Land, activate requests for wayleaves, easements, licences and other permissions in liaison with other Council sections.

Develop and maintain links with Local Authorities, Government Agencies and Countryside organisations including attending and providing reports to relevant meetings eg Countryside Consultative Group.

Provide publicity information as required to promote the work of the team and associated volunteer groups supporting the council's objectives.

Manage the council's ditch maintenance programme

Develop and maintain full and effective liaison with other Divisions of the Directorate and where appropriate Council Directorates.

To comply with Council's Standing Orders, Financial Regulations and its various policies relating to the Division's activities.

To ensure that all activities are carried out in accordance with the Council's Equal Opportunities policy.

To fully meet the requirements of the Health & Safety regulations whilst supporting and maintaining the Council's health and safety policy statement both in terms of personal responsibility, and in the management of staff, services and the general public.

To attend meetings, working and/or consultative groups with other organisations/agencies representing the Division as required.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees, and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Insert title Countryside Estates
Officer

Team: Culture, Leisure and
Environment Services

Salary: Scale SO2 SCP32 £42,059 –
SCP34 £44,063

Post no: CS220

Hours: 36 hours per week

Car allowance C3

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
1.	Relevant qualification to a minimum Degree standard or equivalent work experience relevant to the post.	E	(A)

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application ¹ (A) Test (T) Interview (I)
2.	Previous experience of practical habitat management.	D	(A) (I)
3.	Previous experience of staff supervision.	E	(A) (T) (I)
4.	Dealing face to face with the public.	E	(A) (I)
5.	Production, implementation and monitoring of work programmes	E	(A) (T) (I)

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application ¹ (A) Test (T) Interview (I)
6.	Excellent communication and written skills	D	(A) (I)
7.	Specification, procurement and management of countryside works including forestry operations.	E	(A) (I)
8.	Project management of countryside management works.	D	(A) (I)
9.	Budgetary control for capital works.	E	(A) (I)
10.	Practical understanding of health and safety practices with specific focus on countryside management and team management.	E	(A) (I)

11.	Ensure that all activities are undertaken in accordance with the Councils sustainability agenda	D	(A) (I)
12.	Liaison with public, local conservation groups and volunteers.	E	(A) (I)

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
13.	Flexibility of work arrangements including occasional weekend/bank holiday and evenings.	E	(A) (I)
14.	Full Driving Licence	E	(A) (I)
15.	A DBS check is required for this position.	E	(A) (I)