

Job Description

Job Title	Local Paths & Public Rights of Way Liaison Officer
Grade	PO2
Reporting To	Senior Manager Design & Commissioning
JD Ref	REG00116P

Purpose

Identify, manage and implement projects identified in the Council's Capital Programme within the Council's financial regulations. Including managing, maintaining, monitoring, improving and protecting the public rights of way network, other countryside access routes, access land and the Council's off-road cycle-path network, to ensure that the Council, as the Highway Authority meets its statutory obligations legally and technically to ensure the availability of the network and access land for public use.

This includes liaising with colleagues from Highways Contracts, Network and Development Management, the Parks and Countryside service, Legal, Planning and Forward Planning departments, the Asset Management Team and the Tourism and Leisure departments. The role also involves working corroboratively with external agencies to secure improvements across the network.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Collaborate and take the lead with neighbouring authorities and key stakeholders to work effectively to promote positive outcomes by working with the other Liverpool City Region Officers to revise policies, procedures and projected plans contained within the 2018 – 2028 Liverpool City Region Rights of Way Improvement Plan and ensure these are fully implemented.
- Act as expert witness representing the Council at Public Inquiries, court hearings and other formal hearings relating to Public Rights Of Way and Public access matters.
- Respond to general enquiries and provide technical and professional advice in respect of Public Right Of Way issues. As the Wirral Council first point of contact for information requests from a range of interested parties.
- Plan, commission and manage contractors and volunteers in respect of major and minor works to ensure the proper maintenance of the public rights of way network and other countryside access routes is consistently undertaken in relation to benchmark standards, health and safety requirements and good practice.

- Lead on the development of a wide range of promotional activities by working with colleagues and project partners by maximising press and PR opportunities to provide countryside information to visitors, rights of way user groups and landowners.
- Lead on consultation with user groups, landowners, local authorities and other interested parties to investigate reports and undertake the necessary works relating to the affected Public Right Of Way.
- Responsibility for promoting understanding and awareness of rights and interests of landowners, occupiers and user groups to ensure effective participation.

Data Analysis and Decision-Making:

- Contribute to the delivery of National Government funded rights of way initiatives, such as the inspection, negotiation and valuation of proposed assets with Natural England.
- Maintain and update records and management systems, both paper and electronic, to ensure that accurate and up to date information is available to other staff and the public, and that all statutory duties and legal procedures are complied with, including the consolidation of the Definitive Map and Statement.
- Ensure by negotiation, mediation and potential legal action that the Public Right Of Way network is free from obstruction and other impediments.
- Identify and assist in the preparation of funding applications and help manage and submit monitoring reports in accordance with the conditions of subsequent grants.
- Investigate and respond to planning consultations and searches, collate and analyse information to enable modifications to the Definitive Map to progress. Including applications for new routes and lost ways through site inspections and evidence gathering with stakeholders.
- Maintain knowledge of current legislation by monitoring, examining and interpreting changes in statute and guidance impacting on the PROW function, taking in to account local legal orders to comply with the Council's corporate objectives.
- Prepare briefs and reports for Elected Members and officers and to attend Committee meetings as required. Produce detailed reports for attendance at Project Boards, user and community groups and the Liverpool City Region Local Access forum.
- Prepare Design Briefs for the commission of construction projects. Support project meetings and monitor commission delivery and costs through to construction
- Support on the preparation of Legal Orders specific to Public Rights of Way, off-road cycle-paths and permissive routes
- Promote, develop, manage and lead on identifying work for, and the efficient and safe running of volunteer groups to assist in the maintenance of the Public Right Of Way network and to undertake and organise practical works that maintain and improve access to the countryside. This includes the preparation of a risk assessments and the briefing of volunteers in relation to specific health and safety matters.
- Determine contested legal orders relating to public rights of way and make recommendations to the Secretary of State where appropriate and organise and if necessary, conduct formal public inquiries or hearings, as required.
- Undertake site visits to inspect, survey and record public rights of way and the off road cycle paths to ensure information is accurate and up-to-date.
- Organise emergency works as necessary in accordance with legal and financial systems and procedures of the Council.
- Support the Senior Network Manager in identifying and managing all relevant risks relating to all the public right of way assets and to ensure the effective and efficient management of about



100 miles of Public Rights of Way and about 10 miles of the Off Road Cycle Paths plus other formalised Permissive Routes, known as the Public Right Of Way network.

- Responsible for the development of the Public Right Of Way and off-road cycle-path network, including mapping, inspection and maintenance and updating asset management systems and data sets for all associated assets.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- GCSE's in core academic subjects of Maths, English and Science.
- Desirable - A level/degree qualifications related to Countryside and Environmental Management.
- Desirable - Membership of the Institute of Public Rights of Way (IPROW).

Knowledge & Skills

- Understanding the legislation relating to Public Rights of Way law and practice, as part of the highway network
- Extensive knowledge and understanding of all relevant legislation, regulations and guidance in respect of the highway asset management and highway regulation.
- Ability to work to deadlines.
- Ability to work independently with minimal supervision.
- Working autonomously and meeting defined time targets
- Dealing face to face with customer related issues.
- Desirable – Knowledge of countryside and conservation practices and agriculture management.
- Desirable – Ability to develop strategies in relation to PROW management.
- Desirable – The effective use of Customer Relations Management (CRM) systems for internal recording and reporting purposes.
- Desirable – Effective use of the Service Request and Asset Management database systems.

Experience

- Significant relevant experience, in countryside management and GIS / map-based systems and records
- Demonstrate a commitment to continuous professional development relevant to this specific service area.
- Proven track record of interpersonal negotiating skills particularly relating to landowners and the general public
- Evidence of Public Rights Of Way knowledge and mapping skills
- Budget management and reporting.



- Experience in partnership working / project collaboration.
- Previous experience working in a similar field, preferably public rights of way work for a local authority.
- Desirable - Working in Local Government in a similar role.
- Desirable - Working with elected members.

Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

Approved By: Graham Roe

Designation: Senior Manager Design & Commissioning

Date Of Approval: 4/02/2026