

JOB TITLE: Projects Officer (Land Management)
GRADE: H6 – H8
REPORTS TO: Senior Projects Officer
TEAM: Countryside and Rights of Way
DEPARTMENT: Environment and Infrastructure

Purpose of the Job

To advise and work in partnership with landowners and communities across Hertfordshire to enhance, care for and promote enjoyment and awareness of the environment. Develop and deliver activity that leads to the protection, maintenance, improvement and promotion of the Public Rights of Way & other access networks. Encourage and support volunteers and local action groups to become actively involved in projects and ongoing programmes. Provide opportunities for informal recreation through events and interpretation.

Main Areas of Responsibility

1. Service Delivery

- Working with multiple partners as part of a multi-disciplinary team
- Effective site assessment and evaluation, development of proposals with technically accurate and justifiable reasoning
- Production of accurate plans, reports and maps using current IT packages
- Planning and delivery of projects and programmes of work at different stages simultaneously from inception to completion
- Securing external funding through partnerships, grant applications and other sources
- Specification and procurement of goods and services through a range of appropriate mechanisms in line with rules and best practice
- Delivery of works through volunteering and contract management
- Accurate and timely budget and record keeping
- Ensuring legislative compliance

2. Environmental Land Management

- Production and implementation of management plans for publicly accessible sites
- Supporting land managers and communities to access sources of external funding to support development and delivery of shared outcomes

- Supporting partners to secure demonstrably positive outcomes for biodiversity, landscape and access

3. Informal Outdoor Recreation

- Planning for and delivering projects that help people to access and travel through the environment
- Developing links with partners to secure the delivery of innovative programmes to improve levels of physical activity, including the production of publications and self-guided routes
- Developing and contributing to the 'Walks and More' events programme

4. Promotion

- Promotion of publicly owned assets for access, informal recreation, health improvement and wildlife
- Develop and support promotional programmes that secure and enhance the reputation of the Service both internally and to the wider public
- Production of publicity and promotional material using a range of media and techniques, communicating messages effectively to a broad range of audiences

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes 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.

A demonstrable track record in the delivery of environmental land management.

- Works independently and collaboratively with a range of colleagues, professionals, partners and members of the public
- Proactive and able to manage a range of projects and programmes from start to finish prioritising appropriately
- Flexible and adaptable in approach, problem solving and outcome oriented
- A structured and well organised approach to work planning and time management
- Excellent personal communication and consensus building to establish support for ideas
- Competently manages the use of allocated resources

Projects Officers will be expected to: carry out site visits, lead guided walks and events or practical conservation activities in rural locations with difficult terrain. Activities requiring manual handling will be necessary from time to time, for which training will be given.

The ability to travel across the county is essential and therefore access to vehicle is required.