

CONTEXT STATEMENT

Job title: Senior Assistant - Countryside Tasks Team

Directorate: Communities

Location: Area Operations Hub – Signal Court, Eynsham

Reports to: Tasks Team Supervisor - Countryside Tasks Team

Introduction

Oxfordshire has a wonderful balance between beautiful Cotswold countryside and quaint villages and towns against the urban dynamic of the world renowned City of Oxford and surrounding market towns. It is a thriving county with one of the fastest growing economies in the country with a rapidly growing science sector and the base for many national and internationally recognised companies and organisations. As a consequence of this growth, the county has seen significant investment in both large and small infrastructure schemes in the last few years which has required changes to the way the Council works and engages with its residents and businesses.

Communities

The Communities Directorate comprises approximately 800 staff supporting the County's Highway, Waste, Property, Environment, Strategic Planning and Safety functions with many more people engaged in service delivery through our key supply chain or partner organisations.

The Communities Directorate plays a key role in delivering the council's vision to have;

- Thriving Communities – *where every community thrives and everyone can play an active part;*
- Thriving People – *Where everyone leads safe, healthy lives while people with the greatest need are cared for;*
- Thriving Economy – *Which creates jobs and homes for the future.*

To do this we are seeking staff who will “do the best they can for residents” by;

- working together in a supportive and honest way
- striving to find the best solutions
- being open to change and doing things differently.

Infrastructure Operations Directorate

The services we deliver to residents and businesses of Oxfordshire include:

- Countryside Access Management including Thames Path & Ridgeway National Trails
- Highways maintenance (including winter maintenance)
- Highway records
- Highway improvements and construction
- Tree inspection and maintenance
- Flood risk management
- Road space management (including traffic control centre)
- Waste management
- Parking services

Area Operations Hub

The Area Operations Hub is a multi-disciplinary group comprising Road Safety, Community Engagement, professional lead for Arboriculture and Countryside Access including hosting of both the Thames Path & Ridgeway National Trails team. The teams provide a central and county wide professional lead function to both internal teams and external stakeholders as well as enabling and supporting communities with their own initiatives including direct delivery.

The Countryside Tasks Team [CTT] in which the Senior Assistant post is based, form part of the Countryside Access function which is responsible for managing the 2,600 mile network of Public Rights of Way across the county.

The CTT is based at Signal Court, Eynsham. There is currently a property review underway and the location at which the team is based and this post may move from Eynsham to elsewhere in the county within the next few months but no firm outcome is currently known.

Senior Assistant – Countryside Tasks Team (Countryside Access)

The post will report to the Countryside Tasks Supervisor who oversees the direct delivery of all maintenance related work on the PRow network. As part of the role the post will be expected to lead work on the ground and supervise the work of the two Assistant Countryside Tasks [ACT] posts as part of a team of five staff.

This context statement is designed to be considered in conjunction with the generic role profile for the Officer role. Its purpose is to highlight the key work areas specifically related to Countryside Access and Public Rights of Way not contained within the generic role profile:

Key work areas and duties:

1. To assist [and deputise for] the TTS in the management [recruitment / induction / appraisal / retention / health and safety / training] and development of staff and other appropriate matters in accordance with County Council policies.
2. To assist [and deputise for] the TTS in the development, organisation and implementation of work programmes for the Tasks Team and other agencies in liaison with landowners and the rest of the Access Team.
3. To lead on the day to day implementation of practical maintenance and improvement tasks on the public rights of way network including key responsibility for:
 - On site delivery of high quality small to medium scale practical projects for the Countryside Access Officers and key stakeholders [including assessment and maintenance of standards of delivery]
 - Direct liaison and negotiation with landowners, the public and partnership organisations
 - Direction of the Assistant[s] Countryside Tasks
 - Direction of other staff or volunteers attached to the Tasks Team
 - Liaising with contractors engaged by the TTS
 - Decision making - as required and up to a level commensurate with the post
 - Health and Safety compliance and management of review processes
 - Carrying out default enforcement action when required
4. To assist [and deputise for] the TTS in the day to day management and organisation of the workshop facility including:
 - Key holding and delegated responsibility for security of the facility and the equipment contained therein
 - Liaison with partnership organisations and colleagues

- Health and Safety management and compliance
 - Ordering / Purchasing and maintenance of stocks of materials / equipment and hired plant
 - Implementing and overseeing the inspection, servicing and repair and replacement of Tasks Team equipment.
5. To assist and deputise for the TTS in the recording/updating of accurate records of:
- Works undertaken by the Tasks Team on the network.
 - Health and Safety compliance including CoSHH / PUWER and LOLER and regulation
 - Equipment owned and/or managed by the Tasks Team
6. To promote a strong customer service focus within the team.

Selection criteria

Educational achievements, Qualifications, Training and Knowledge:

- Education to GCSE standard and NVQ level 3, NC or 1st Diploma BTEC in countryside management, landscape, agriculture, forestry or related practices.
- Nationally recognised formal training / qualification in any / all of the following:
 - First Aid at Work
 - Chainsaw and related Arboricultural / Forestry Operations
 - Operation of plant and machinery in off road situations
- Hold a full UK driving licence¹
- Minimum of 2 years directly relevant experience in a related field of work

Job related aptitude and skills:

- Self-motivated with the ability to act on own initiative and as part of a team, with excellent time and priority management
- Ability to work under pressure and to changing deadlines and priorities when required.
- Proven ability to maintain accurate records, schedules and inventories using physical and digital systems of work.
- Proven ability to organise / implement and lead the delivery of practical projects in a team.
- Proven experience in the application and maintenance of tools, machinery and small plant.
- Proven ability to communicate effectively with a wide range of people including landowners, occupiers, contractors, colleagues and the public.
- Proven ability to read and accurately interpret Ordnance Survey maps
- Proven understanding of current relevant Health & Safety legislation and its implication and relevance in the workplace

¹ Including entitlement B+E

Special Requirements

- Ability and willingness to work outside normal office hours including occasional evenings and weekends with time off in lieu.
- An understanding of Public Rights of Way legislation and countryside access issues

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