

APPENDIX 3

JOB DESCRIPTION LEARNING AND LEISURE DEPARTMENT

DIVISION - PARKS AND COUNTRYSIDE

SECTION - PARKS AND COUNTRYSIDE MANAGEMENT NORTH WEST

POST TITLE	POST REFERENCE NUMBER	GRADE
Northwest Leeds Country Park Officer		SO2

POST(S) TO WHICH RESPONSIBLE

Senior Area Manager

POST(S) FOR WHICH RESPONSIBLE

None

PURPOSE OF JOB

To carry out the City Council's functions of providing environmental education, conservation, interpretation and community involvement within the Northwest Leeds Country Park.

RESPONSIBILITIES

1. To publicise and promote public rights of way, open access land, common land and designated nature conservation sites
2. Dealing with enquiries about public rights of way, open access land and nature conservation issues
3. In partnership negotiate and enter into agreements relating to path and open access land improvements
4. To liaise with schools, colleges and interest groups to fully utilise the educational value of public rights of way and open access land
5. To develop, promote and co-ordinate local groups and volunteers in the care and enhancement of the parks, green spaces and more general countryside of Leeds.
6. To work with Area Managers and other staff within the Parks & Countryside service to achieve major operational works.
7. To co-ordinate and implement minor maintenance works on PROW, open access land and designated sites
8. Creating partnerships with local communities and user groups particularly targeting social inclusion issues and to encourage under represented community groups to visit the wider countryside for recreation

9. Monitor restrictions across open access land and advise the public and landowners as appropriate.
10. To implement site management plans and securing additional external funding for the Northwest Leeds Country Park & Green Gateways
11. To Keep up to date with the legislation including public rights of way, open access land and nature conservation
12. To assist with the implementation of policies and strategies
13. Report writing functions including producing an annual report
14. To contribute, develop and comply with the operational, quality and managerial systems of the Division such as: Best Value; International Standards Organisation 9002 (ISO9002); Investors in People (IIP); Eco Management Audit System (EMAS); European Foundation for Quality Management (EFQM).
15. To comply with and ensure staff, volunteers, children, young people and community groups etc comply with the Health and Safety and Equal Opportunities policies of the City Council and legislation regarding employment conditions, Disability Discrimination Act and data protection.
16. To undertake any other duties commensurate with the post and grade.
17. To liaise with all Officers, Members, bodies and individuals in order to achieve objectives set out in relevant strategies and plans.
18. To represent the Division at City Council meetings, steering groups, working parties and at public meetings and to represent the Authority as regards ranger service matters as may be required.

RELATIONSHIPS

The post holder will be required to maintain effective working relationships with Members and staff at all levels in the Parks & Countryside Division, Learning and Leisure Department, other Departments of the City Council, public bodies, private landowners and the public.

PHYSICAL CONDITIONS

The post will be based at Farnley Hall in the Leeds 12 area.

SOCIAL CONDITIONS

Annual Leave: 20 days minimum (plus 5 days April following 5 years service), plus 11 statutory holidays, pro rata for part time working.

Hours: 37 hours per week

ECONOMIC CONDITIONS

Grade: SO1

Conditions of Service: The NJC 'National Agreement on Pay and Conditions of Service' for Local Government Services as adopted or amended by the City Council. Occasional evening meetings and weekend working for which time off in lieu will only be given.

PROSPECTS**Promotion**

The postholder is eligible to apply for other posts in the Learning and Leisure Department and throughout the authority. All posts are advertised in the "Vacancies" bulletin, which is available to all staff.

Training

All staff are expected to maintain a current awareness of professional, managerial and service issues) and to be responsible for their own development.

Opportunities for further training and development will be made available to all staff.

QUALIFICATIONS

See Specification

Job Description Prepared / Reviewed by: J. Smyth / D. Louis

Date:13/9/05

Job Description Approved by

Date:

EMPLOYEE SPECIFICATION

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS			
Ability to communicate effectively with a wide range of people.	*		A/I
Ability to interpret maps & plans	*		A/I/T
Ability to provide technical support	*		A/I
Ability to organise time effectively	*		A/I
Ability to work on your own and as part of a team	*		A/I
Ability to write clear and concise reports	*		A/I
Ability to write management plans	*		A/I
Ability to demonstrate good IT skills (word processing; spreadsheets; database)		*	A/I
Ability to negotiate and have diplomacy skills	*		A/I
Ability to keep accurate records	*		A/I
Ability to work to deadlines	*		A/I
Ability to undertake site visits	*		A/I
Ability to negotiate rough terrain	*		A/I
Ability to use geographical information systems		*	A/I
Budget and financial control skills including monitoring and claim procedures	*		A/I
Ability to undertake environmental education	*		A/I

KNOWLEDGE/QUALIFICATIONS			
A degree or equivalent in conservation, environmental or countryside management		*	A/I
Knowledge (familiarity) of major habitat/ vegetation types and appreciation of the issues concerning their conservation.	*		A/I
Knowledge (good understanding) of the roles and responsibilities of local authorities, particularly with regards to access management and nature conservation.	*		
Full, clean driving licence to be able to undertake remote site visits	*		A/I
Knowledge of office procedures		*	
Knowledge of the planning process		*	A/I
			A/I

EXPERIENCE			
3 years work experience in environmental education or countryside			

management or nature conservation	*		A/I
Experience of organising management of sites for recreation and nature conservation	*		A/I
Experience of organising work using contractors		*	A/I
Experience of dealing with individuals and organisations within the public, NGO and commercial sectors.		*	A/I
Experience of undertaking minor maintenance works, survey and fieldwork.	*		A/I
Experience of working with volunteers, children, young people and community groups	*		A/I
Experience of writing press releases and dealing with the media		*	A/I
Experience of public speaking	*		A/I
Experience in producing interpretative material		*	A/I
Experience of agri-environment schemes		*	A/I
Experience of working with farmers and landowners	*		A/I
Experience of working with underrepresented communities	*		A/I
Understanding of wider countryside issues and legislation			
Experience of lone working	*		

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		A/I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate