

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: **Countryside Maintenance Officer**
- Post Number: **P12291**
- Grade and SCP: **Grade 6, SCP 8 - 11**
- Directorate: **Infrastructure**

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the Countryside Maintenance Team within Infrastructure, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Our service priorities are to improve people's health and wellbeing and to support local communities, the local environment and tourism economy. We do this through the management and development of recreational access in Shropshire (Public Rights of Way network, Countryside Parks and Sites, Green Spaces and Play Areas and Open Access Land).



The service has a particular focus on active outdoor volunteering provision. In addition, the service is diversifying its income streams, and income generation is also key to service delivery.

Overview of your role

Your priorities are to improve people's health and wellbeing and to support local communities, the local environment and tourism economy, through the maintenance of recreational access in Shropshire via the Public Rights of Way network, Countryside Parks and Sites, Green spaces and Play areas and Open Access Land.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to The Countryside Maintenance Manager who is in turn responsible for your health and safety, training and development.
- expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.

What will you be doing?

You will be responsible for:

Undertaking practical works to deliver income generating works – specifically grounds maintenance tasks - in support of the service income target and seeking out new opportunities in the course of other work to pass onto the Contracts Development officer

Undertaking practical works to improve and maintain local rights of way, country parks, greenspaces and play areas, including access maintenance, grassland management, habitat and tree management, etc.

Surveying, inspecting and recording the condition of rights of way, country parks, greenspaces and play areas.

Contributing to the provision of support for volunteers through a range of approaches and initiatives including the Parish Paths Partnership and Friends Groups.

Liaising with landholders, community groups, other organisations and individuals in the day to day delivery of improvement and maintenance works on rights of way, country parks, greenspaces and play areas.

Ensuring their individual and service performance targets are met.



Working with colleagues to ensure the team functions successfully in support of the Council's corporate and service objectives.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

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What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

You will be based at Old Nills Quarry, Pontesbury Hill, Pontesbury, SY5 0YH

Your post is subject to the following:

- The post is Permanent, for 37 hours per week,



- Normal office hours are 8am – 4pm Monday - Friday with a minimum lunch break of 30 minutes. Occasional weekend work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to one months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

