



## ROLE ADVERT

**ROLE TITLE:** Public Rights of Way Field Warden (Job Share)

TEMPORARY: Until 31 January 2016

**POST ID:** RCO11b

**GRADE:** BAND D SCP 17 – SCP 21 £17,372 - £19,742 (pro rata)

**HOURS:** 18.5hrs per Week

**LOCATION:** Countryside Access Depot (currently Raglan Enterprise Park) which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### PURPOSE OF POST:

The role will be responsible for carrying out works to protect, maintain and enhance the 1,656 Kilometre network of public rights of way in Monmouthshire, in the area outside the Brecon Beacons National Park. You will assist a small team carrying out site inspections and practical project works of repair or improvement (including rights of way structures, the cutting back of vegetation and surface improvements). The work may be physically demanding and will often involve initiative, tact, patience and working with limited direct supervision.

Should you require any further information regarding this post, please contact: Ruth Rourke, Principal Countryside Access Officer Tel: 01633 644860 or Colin Grove Rights of Way Field Officer Tel: 07836 624630

**Closing Date:** 12 noon on Friday 23rd January 2015

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

## **ROLE PROFILE**

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**RESPONSIBLE TO:** **Rights of Way Field Officer**

Green Infrastructure and Countryside Service

**Who are we?**

**Our Purpose:-**

Our purpose is to help make Monmouthshire a green and healthy place to live, work and visit and to encourage active lifestyles. Our countryside access team promotes responsible countryside access for all. This includes looking after the 1,656 Kilometre network of public rights of way in Monmouthshire, in the area outside the Brecon Beacons National Park.

**The Purpose of this Role:-**

This role will help us carry out works to protect, maintain and enhance the countryside access network by assisting a small team carrying out site inspections and practical project works of repair or improvement. The work may be physically demanding and will often involve initiative, tact, patience and working with limited direct supervision.

**Expectation and Outcomes of this Role:-**

You will be expected to safely carry out maintenance and improvements to the public rights of way network, including rights of way structures, the cutting back of vegetation and surfacing improvements and to keep appropriate records. You will also be expected to show tact and patience communicating well with farmers, landowners, members of the public and team members.

**Your responsibilities are to:-**

- To carry out works on all public paths, including the construction, installation and repair of footbridges and other structures, stiles, gates, fingerpost, steps, handrails, drainage channels, surfacing works and vegetation clearance.

- To carry out carpentry tasks relevant to rights of way, utilising the existing facilities at the Raglan rights of way workshop.
- To assist the Principal Officer, Rights of Way Field Officer, Enforcement Officer and other countryside access officers in carrying out their rights of way duties.
- To share responsibility for the safe operation and management of the countryside access workshop, site storage compounds, tools and vehicles.
- To investigate, action and report on issues received by the countryside access team.
- To maintain records as necessary (time sheets; vehicle/fuel records; equipment, tools, consumable items, issue action reports).
- To carry out rights of way surveys, from time to time, for audit or other purposes.
- To be responsible for the implementation and monitoring of health and safety at work and the safety of path users as laid down in the authority's Health and Safety Policy and Procedures
- Similar duties from time to time without changing their character or level of responsibility

**Here's what we can provide you with:-**

- The opportunity to be part of a small team working in the Monmouthshire countryside.
- We will provide management and team support and appropriate training, including health and safety training.
- You will have access to shared use of a suitable council vehicle.

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.



### **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

- Relevant practical experience in countryside or/and management work.
- Practical experience in basic carpentry techniques.
- Practical experience of use and maintenance of hand tools, cutting implements and mechanised tools.
- An ability to communicate with officers, farmers, landowners and members of the public.
- An ability to work effectively on their own or as part of a small team.
- A willingness to work with volunteers and trainees.
- An understanding of Ordnance Survey and other maps and to be able to identify sites from grid references.
- An ability to use GIS systems, hand held devices, word processing and databases.
- A full driving licence which includes the ability to use the necessary vehicles and machinery (4 wheel drive vehicle and trailers).
- The physical ability to carry out the duties in a safe and appropriate manner.
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures

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**Closing Date: 12 Noon on Friday 23rd January 2015**