

Access Support Officer

Department: Infrastructure, Housing and Environment

Division: Natural Environment

Reports to: Environment Officer

JE Reference: IHE1041

Grade: 8

Job purpose

Providing support to the Access Officer in order to deliver the Countryside Access Strategy for Jersey through programmes, management of and improvements to facilities, and through third-party partnerships to enable sustainable public access and recreation and raise awareness of the Island's biodiversity and landscape.

Job specific outcomes

Support the Environment Officer in the delivery of vision and objectives related to the Countryside Access Strategy for Jersey through research and development of additional routes and links to the existing access network.

Manage, develop and provide guidance to service providers, users and contractors to ensure minimal impact on landscape and wildlife conservation in environmentally sensitive areas.

Coordinate ongoing maintenance and improvement of the existing network of paths, and associated infrastructure, in order to promote and encourage safe public access (currently 70km total length).

Liaise with landowners to negotiate access to privately owned land. Monitor the impact of different user groups on each other and the environment.

Provide specialist advice to, and help in the appointment, management and co-ordination of contractors and rangers carrying out specified works to the footpaths, including improvements, checking compliance to ensure objectives are met; effectively communicate complex guidance and monitor all projects and works to ensure they are performed to the required specification, quality, cost and timescales, and that they comply with all legal and Departmental standards.

Work closely with and supervise community groups, volunteers and local organisations working on the access network.

Produce educational and interpretative material (such as signage, leaflets, printed and digital media) whilst ensuring consistent working with other stakeholders and partners by developing good working relationships.

Maintain website information, including the interactive map and social media to inform the public, keeping them current and fit for purpose.

Contribute to the development of links with user groups to promote awareness of ecological impacts of recreation, encourage good practice and mitigate against conflict.

Work closely with the other members of the Natural Environment Team to review current practice in order to implement improvements and develop new projects and research that enhances the provision of a high-quality access network.

Liaise with Regulation and provide advice relating to use of the access network in any potential enforcement investigations; prepare expert witness statements for investigations and act as an expert witness in court prosecutions.

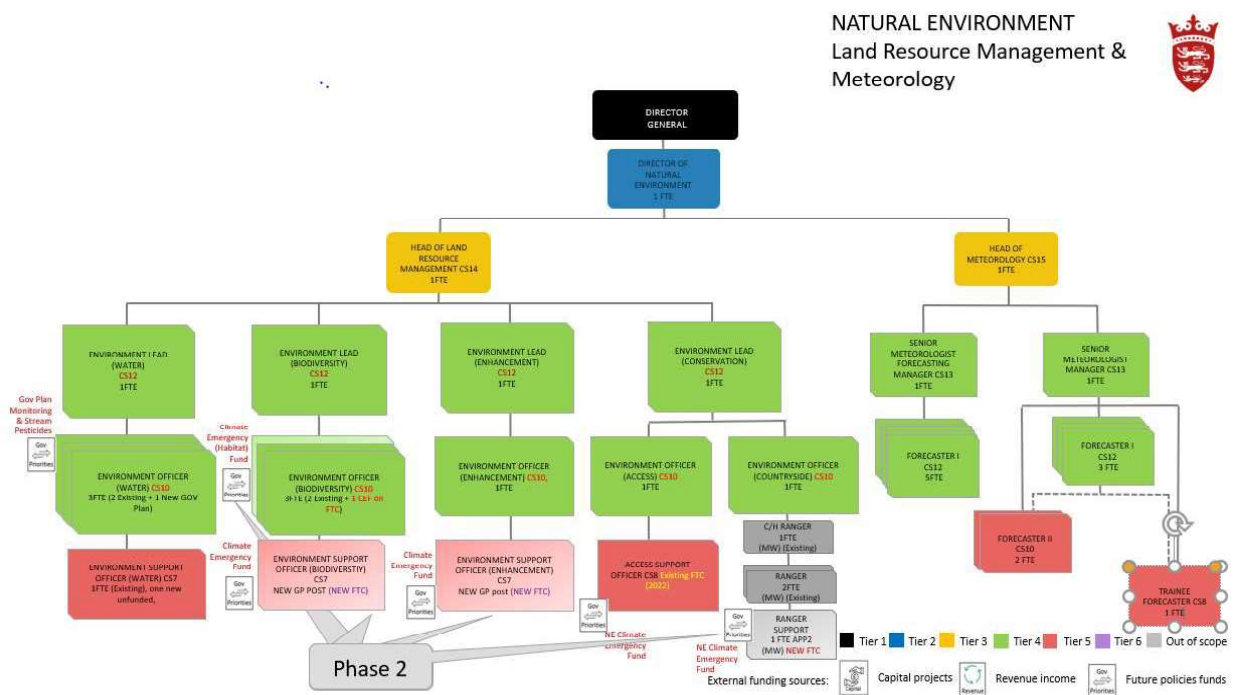
Monitor compliance in relation to H&S issues for contractors, and for the land and access infrastructure that falls within the section's remit, liaising with the departmental H&S team and taking appropriate action when required.

Work with the Natural Environment Officer – Warden to carry out infrastructure audits and develop appropriate mobile software applications to improve network users' experience.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Diploma in a related subject (Access, Interpretation, Project Management)</p>	<p>Qualification in Public access or interpretation</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Sound environmental/ ecological understanding</p> <p>An understanding about the use of handheld machinery (e.g. brushcutters and hedge trimmers)</p> <p>Knowledge of safe working procedures in public areas</p>	<p>An understanding of countryside management and/or public access provision and their impact on our community</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Must understand the capabilities of equipment and machinery used by contractors in access provision e.g. strimmers.</p> <p>An understanding of practical skills is also important.</p> <p>Computer literate with ability to operate the Microsoft Office package</p> <p>Driving licence (Group B)</p>	<p>A good understanding of software such as GIS and social media platforms</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>A high level of self-motivation and ability to work autonomously</p> <p>Excellent written and interpersonal skills</p>	

	<p>Strong people and negotiation skills displaying tact and diplomacy</p> <p>Ability to persuade and motivate stakeholders</p> <p>Good level of fitness required to carry out site and footpath patrolling and compliance checks across rough / demanding semi natural terrain</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Good knowledge and experience in implementation of safe working procedures</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Organisational structure

