

Job summary

Role title: Countryside Officer

Department: Greenspaces

General description of role

As a multi-disciplinary role, the Countryside Officer will aid in implementing and delivering Reigate & Banstead Borough Council's Greenspaces Strategy, as well as the maintenance and protection of Reigate & Banstead Borough Council's countryside, in addition to supporting the Arboriculture Officer on woodland related matters. Having established the suite of management plans, the role will include the organisation and implementation of works highlighted within these management plans, whilst ensuring due regard to current environmental practices and policies.

The Countryside Officer will work closely with volunteer organisations to ensure the most effective implementation of management plans and promote the benefits of volunteering to residents in Reigate & Banstead. They will also be the first point of contact for countryside issues and will provide technical support to other departments within the Council on countryside matters.

Roles and responsibilities

- To keep up to date with relevant changes in legislations, policies, guidance, and industry best practices.
- To lead on the preparation and review of site management plans and work programmes and ensure that these are implemented effectively.
- Manage effective relationships with contractors, statutory bodies, the public, community groups, partner organisations to enable the delivery of services.
- Supervise and/or give technical direction to own staff or others for the most effective delivery of countryside requirements.
- To manage the upkeep of country parks and woodlands, including designated sites, in line with statutory acts and guidance, industry guidance and best practices.
- Promote voluntary involvement in countryside management, recreation, conservation and environmental improvement.
- Coordinate and conduct accurate flora and fauna monitoring, ecological surveys, and condition assessments, at rural locations as necessary to inform management decisions.

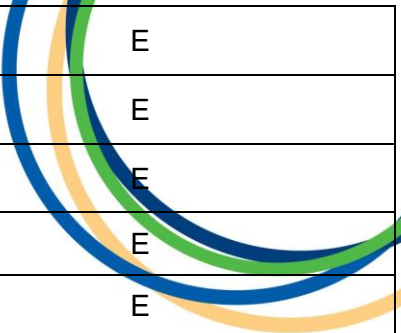
- Explore avenues to enhance biodiversity within the borough, while balancing social and environmental values of the countryside sites.
- Plan and organise own workload and possibly that of others to ensure that all duties are performed to agreed targets and timescales.
- Produce reports, funding applications, and management recommendations based on monitoring data and site surveys.
- Provide professional advice on environmental improvements and conservation management within the service unit and wherever necessary.
- To manage the implementation of Rural Payments Agency agreements (Countryside Stewardship Higher Tier), and other grant funded projects
- Promote responsible access to the countryside and to support local environmental events, activities and projects.
- To produce interesting and informative interpretational resources promoting Reigate & Banstead's diverse green spaces i.e. information boards, leaflets and other electronic formats.
- To use initiative delivering new and entrepreneurial ways to make financial use of the Borough's green spaces whilst protecting and enhancing its biodiversity.
- To attend volunteer & steering group meetings, and to provide informative countryside advice to interested groups when required.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title	Countryside Officer		
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria	
Criteria	Criteria importance E = Essential P = Preferred
Good standard of education, equivalent to GCSE (Mathematics and English, C or above)	E
Will require a technical qualification at a high level or extensive work-based experience	E
Good practical/theoretical experience in delivering countryside projects	E
Specific roles will require knowledge of relevant national strategies, legislation and initiatives associated with the post	E
Excellent written and verbal communication	E
Knowledge of current environmental practices and policies	E
Knowledge of word processing, spreadsheet and email software packages	E
Full, valid driving licence – manual licence essential for use with fleet vehicles	E
Able to meet the requirements specified in the role and responsibilities	E
Deliver services, within budget, to customers/clients to standards set by the Service Unit, using initiative and independent action to achieve the result.	E
Work within a range of defined procedures and processes and statutory instruments, covering service delivery, resource and relationship management.	E
Able to show financial awareness of the service being provided	E



Contribute to the review and suggest developments/improvements to procedures and practices within own area of knowledge, taking into account the views of all stakeholders	E
Able to collect, accurately record, process and present a range of information, manually and electronically to agreed timescales	E
To deliver excellent customer service and to liaise with a wide range of internal and external stakeholders. Including out of hours meetings as required	E
Innovative	E
Supportive	E
Flexible	E
Positive	E

Summary of employment package

Place of work	<p>The role will be primarily based at Earlswood Depot, Redhill.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded Technical Specialist 2, the salary will be in the region of £37,074 - £43,395 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	<p>The contract will be offered on a permanent basis.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
Hours of work	<p>Hours of work are nominally 36 per week.</p>
Employment Benefits	
Flexible working	<p>Dependent on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs.</p> <p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient team cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

<p>Pension</p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 22.10% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
<p>Training and development</p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p>Professional subscriptions</p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, subject to manager approval.</p>
<p>Car parking / Travel loan scheme / Cycle Purchase Scheme</p>	<p>With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now, everyone who works on site at the Town Hall can use a parking space for that day. We offer access to parking on site for roles based at the Earlswood Depot.</p> <p>We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets or a season car park pass and we offer a cycle purchase scheme up to the value of £2,000 (eligibility rules apply).</p>
<p>Employee discounts</p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions

Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks:</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications• medical clearance
Fleet driver	<p>You will be classed as a 'fleet driver' for the Council and need to agree to the terms of the fleet drivers policy, which includes agreeing to a health assessment, driving assessment, regular eye checks, and for the Council to undertake regular driving licence checks.</p>
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p> <p>Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.</p>

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

