Public Rights of Way Manager

Job Description

Directorate:	Highways and Transport		
Service:	Highways Network Management, Public Rights of Way		
Location:	County Hall		
Salary range:	£53,051- £57,447	**Grade:**	11
Reports to:	Head of Highways Network Management	**Staff responsible for:**	16 (8 direct)

Job purpose and scope

The role is to deliver Lancashire County Council's statutory functions as Highway Authority for public rights of way through the effective delivery of services and the management of the Public Rights of Way team and budget.

Take a co-ordinated approach to working jointly with other County Council teams and partner organisations.

Focus on priority areas for elected members, communities and partner organisations.

Manage effective customer support, complaints handling and enforcement activities.

Represent the County Council at meetings, conferences, the Local Access Forum and other events.

Performance Indicators

- % of network free from defects and obstructions
- Number of customer reports cleared
- Number of applications (for Orders, authorisations, S31 deposits, etc.) processed

The Lancashire Mindset

Public Rights of Way Manager

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

Duties include:

- Overseeing the maintenance and enforcement activities through the Delivery Team Leader
- Managing the Pennine Bridleway Ranger
- Following and documenting the procedures prescribed by the relevant legislation, policy and working practice documents
- Communicating effectively with local politicians, other County Council managers and those of partner organisations
- Giving a technical lead to team members regarding Public Rights of Way law and practice
- Ensuring the maintenance of the Public Rights of Way GIS and textual datasets
- Develop innovative ways to improve the service in conjunction with other colleagues
- Managing the Public Rights of Way finances
- Managing 8 direct and 8 indirect staff
- Ensure the team works within appropriate risk assessment criteria

The outcomes of this will be:

- All work is carried out within the framework of public rights of way law and in accord with policy and documented working practice
- All work is carried out effectively, efficiently and safely
- Lancashire County Council is protected against present and future liability
- The risk to the public is minimised
- Maximum benefit is provided to users of the public rights of way network within the allocated budget
- The Lancashire County Council vision, core values and ethical standards are promoted and adhered to within the team

Other

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- **Equal Opportunities**
  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**
  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**
  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**
  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**
  We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**
  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**
  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
Degree or equivalent and significant experience of Public Rights of Way work

Experience
• Management responsibility • Budget responsibility • Public rights of way law and practice

Essential knowledge, skills & abilities
• have a proven record of success in managing a small team • be able to lead a team providing vision, expertise and enthusiasm • have a high level of knowledge of public rights of way law and practice • be able to prioritise a team's diverse and often contradictory workload within the constraints of the organisational structure and limited resources • have the ability to work under pressure • have excellent communication, networking, negotiating and customer service skills in relation to members of the public, landowners, elected representatives, senior officers, other colleagues and partner organisations • have a proven record of success in delivering complex projects • demonstrate a commitment to the protection and improvement of public access to minor highways and to enabling greater access for members of the public with protected characteristics • be computer literate (MS Office, GIS) • have a high level of expertise in map-reading and navigation in difficult terrain • demonstrate a commitment • is a member of IPROW*

Other essential requirements
• Commitment to equality and diversity. • Commitment to health and safety. • Display the LCC values and behaviours at all times and actively promote them in others.

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