

Job Description

Job title:	Assistant Outdoor Recreation Officer
Directorate:	Operations
Division:	Parks & Open Spaces
Reporting to:	Outdoor Recreation Officer
Responsible for:	No direct reports.
Post Status:	This is a permanent post. Employment will be subject to Mid and East Antrim Borough Council being satisfied with the successful completion of a probationary period of six months.
Location:	The location of this post is the Carrickfergus but may be required to report and work in any area of the Borough. All premises are wheel chair accessible and there are accessible toilets.
Salary:	Scale 6 and in the range SCP 26-28. Currently £23,398 to £24,964 per annum. The starting salary is normally at the base of the salary scale. A higher starting salary may be awarded in exceptional circumstances where the decision to do so can be justified.
Pension:	Mid and East Antrim Borough Council operates under the NILGOSC pension scheme. For more details on this please visit www.nilgosc.org.uk
Hours of Work:	Successful candidates will be required to work 37 hours week, Monday to Friday. Given the nature of their duties, the post holder will be expected to work outside of these hours at weekends, evenings and public holidays as dictated by the needs of the service.
Transport/Mobility:	Successful candidates will be required to travel on official duty within the Mid and East Antrim Borough Council area and beyond. Appointees must have access to a form of transport which will enable them to meet the requirements of the post in full.
Date:	March 2017

MAIN PURPOSE OF THE JOB

Assist the Outdoor Recreation Officer in the development, promotion and implementation of projects and initiatives within all aspects of the service including countryside access, greenways, coastal and inland management e.g. beaches and urban greenspace, wildlife conservation and environmental education.

Assist in the delivery of identified programme of practical conservation and enhancement actions for natural and cultural recreation including the engagement of key stakeholders.

Take specific responsibility for supporting the Outdoor Recreation Officer in the implementation of Service Business Plans within their area of expertise.

MAIN DUTIES AND RESPONSIBILITIES

1. Service Delivery

- 1.1. Organise, plan and manage an annual programme of outdoor recreation events and activities.
- 1.2. Assist in the planning, development, promotion and management of a programme of training and development opportunities for people to take part in sustainable outdoor recreation including the targeting of schools and volunteer groups.
- 1.3. Assist in the delivery of environmental improvement projects including the creation of new paths and greenways.
- 1.4. In association with the Communications Department be responsible for the promotion and marketing of outdoor recreation at a local, regional and national level including creation and updating of website, leaflets and interpretation panels.
- 1.5. Assist in formation of policies, business plans, reports and initiatives to support the development of the Parks & Open Spaces Service.
- 1.6. Support the operation and implementation of the Local Biodiversity Action Plan (LBAP) and provide a contact point for partner organisations and the public to develop opportunities for contributions to LBAP targets.
- 1.7. Manage Council's statutory duty in connection with the exercise of its powers under the Access to the Countryside (Northern Ireland) Order 1983 and manage any matters arising out of this Order or any other relevant legislation and guidance introduced concerning outdoor recreation.
- 1.8. Prepare reports, maps (GIS) and preserve records of Public Rights of Way in the Borough.
- 1.9. Build effective working relationships with stakeholders and when necessary investigate complaints including the investigation of Public Rights-of-Way disputes in accordance with Council/statutory policies and procedures and work to achieve satisfactory conclusion for all parties.

- 1.10. Under the direction of Management represent the service in discussions, comment and negotiate with developers, statutory agencies and other bodies on matters relating to outdoor recreation and open space management.
- 1.11. Responsible for the procurement of services, materials, equipment and machinery including the preparation of quotations and tenders and liaise with relevant Managers on the purchase of such items.
- 1.12. Assist in external accreditation and awards such as Green Flag, Beach Awards and Quality Walks certification.

2. Quality

- 2.1. Adhere to and comply with all Council policies and procedures relevant to this role, including arrangements for health and safety and risk management.

3. Performance Improvement

- 3.1. Participate in the formulation, implementation and evaluation of the Department Business Plan and relevant Service Plans responding to changing trends and citizen needs.
- 3.2. Achieve high standards of personal performance, through meeting agreed personal targets and undertaking planned programmes of professional development.
- 3.3. Examine opportunities to gain efficiencies and improve effectiveness including collaborative partnerships, joint working and other innovative approaches to achieve best value in the use of public money.

4. General

- 4.1. Uphold the Core Values of Mid and East Antrim Borough Council and work to achieve the wider organisational objectives as detailed in the Corporate Plan.
- 4.2. Participate in the Council's Performance and Development Review process as detailed in the published scheme.
- 4.3. Fulfil the legal Health and Safety duties placed on employees by:
 - taking reasonable care of your own health & safety and that of others who may be affected by what you do or do not do;
 - Co-operating with the Council on Health & Safety matters;
 - Ensuring that you use work items provided by the Council correctly and in accordance with the training and instruction received, including personal protective equipment (PPE);
 - Ensuring that you do not interfere with or misuse anything provided for health, safety, or welfare purposes.
- 4.4. Contribute to Mid and East Antrim Borough Council in fulfilling all of its commitments in relation to anti-discrimination practices, its Equality Scheme and under the Northern Ireland Act 1998 and the Human Rights Act 1998.

- 4.5. Comply with all the Council's policies and procedures.
- 4.6. Fulfil your legal responsibility* for all records held, created or used as part of Council business whether paper based or electronic, including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Mid and East Antrim Borough Council procedure on records management and to seek advice if in doubt.

** Any subsequent updates will supersede legislation identified within the Job Description*

- 4.7. Maintain high standards of personal accountability.
- 4.8. Comply with the Code of Conduct for Local Government Employees and the Local Government Employee & Councillor Working Relationship Protocol.
- 4.9. Perform any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Closing caveat:

This job description sets out the main duties of the post as at the date of completion. It is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the postholder is required to work. Other duties of a similar nature and appropriate to the grade may be assigned from time to time by the Head of Service. Duties may vary to meet the changing needs of Mid and East Antrim Borough Council and without changing the general character of the post or the level of responsibility that it entails. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

	Essential Criteria	Method of Assessment
<p>Qualifications and Experience</p>	<p>Applicants must have a minimum of third level qualification</p> <p>AND</p> <p>Applicants must be able to demonstrate by providing personal and specific examples that they have a minimum of two years' experience of service delivery in recreation, conservation, land or environmental management to include:</p> <ul style="list-style-type: none"> • leading and motivating volunteers and community groups and managing their expectations; • implementing community, environmental, conservation or recreation projects/activities/events; • carrying out formal investigations to a successful outcome; • successful achievement of funding and delivery of projects on time and within budget. <p>OR</p> <p>Alternatively, consideration may be given to candidates who do not possess the required educational qualification but can demonstrate, by providing personal and specific examples, that they have four years' experience of service delivery in recreation, conservation, land or environmental management to include:</p> <ul style="list-style-type: none"> • leading and motivating volunteers and community groups and managing their expectations; • implementing community, environmental, conservation or recreation projects/activities/events; • carrying out formal investigations to a successful outcome; • successful achievement of funding and delivery of projects on time and within budget. 	<p>Application Form and Interview</p>
<p>Knowledge</p>	<p>An understanding of the main issues and developments impacting on service delivery within the service portfolio.</p> <p>A clear understanding of the workings of local government and the wider environment and political context in which it operates.</p> <p>A sound working knowledge of Microsoft Office applications including Word, Excel and Outlook.</p>	<p>Application Form</p>

	Essential Criteria	Method of Assessment
General	A full current driving licence valid in the UK and access to a vehicle OR have access to a form of transport that enables you to carry out the duties of the post ⁱ .	Application Form
	Desirable Criteria	
Knowledge	Experience in the use of mapping software, such as GIS would be an advantage.	Application Form
Behavioural Competencies (Frontline Level)	<p>These competencies are the top 6 competencies the Local Government Competency Frameworkⁱⁱ which have been identified and prioritised for effective performance in this role.</p> <p>1. <u>How we Provide Leadership and Direction:</u></p> <p>1.3 Managing Performance - Sets clear, aligned, high standard performance goals & objectives for self, others and the organisation.</p> <p>2. <u>How we Manage Ourselves</u></p> <p>2.1 Managing Our Own Work - Plans, structures and prioritises own work to achieve optimum results.</p> <p>2.3 Communicating with Impact - Presents a positive image by communicating effectively, being resilient and treating people fairly.</p> <p>3. <u>How we Work with Others</u></p> <p>3.3 Meeting Customer Needs - Establishes the needs of customers and strives to ensure that these are met.</p> <p>4. <u>How we Move Forward</u></p> <p>4.3 Achieving Results - Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.</p> <p>4.4 Continuously Improving Services - Seeks to continually improve the services and processes that impact on users.</p>	Interview

ⁱ Applies only to applicants who have a disability under the Disability Discrimination Act.

ⁱⁱ Full details of the Local Government Competency Framework can be found at the following link:
<http://www.lgsc.org.uk/fs/doc/Competency%20Framework%20for%20Local%20Government.pdf>