 WOKINGHAM BOROUGH COUNCIL	<h2>Job Description</h2>		Job Reference
			<Insert the post number>
Job Title	Team Leader Public Rights of Way		
Service	Place and Growth – Green and Blue Infrastructure	Team	Green Infrastructure
Location	Shute End/Home Working		
Reports to	Trees and Landscape Service Manager		
Responsible for	Up to 5x FT Specialist Officers between Grades 7-9		
Grade	Type of position:		Date
Grade 9	Permanent		24/01/2024
	Full Time		
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<u>Service Purpose</u>			
<p>Providing the delivery of Community, Heritage and Green Infrastructure to support strategic and related major development proposals, through master planning, infrastructure delivery plans, guidance and policies and concept documents, providing pre-application advice, briefing Forums, Stakeholder engagement, determining applications, presenting the Council’s recommendation to Committee and working closely with developers and promoters.</p>			
<p>Providing for protection, preservation or enhancement of Wokingham’s ecological, conservation, heritage, landscape, rights of way and tree assets through the provision of advice or timely procurement of regulatory and enforcement action by others where expedient.</p>			

Purpose of the role

Wokingham Borough Council seeks a Team Leader for the Public Rights of Way Team. The post holder will be a specialist with sound experience within Public Rights of Way and will support a team of direct reports.

You will be self-reliant and a good communicator with a can-do attitude, working with other Council professionals to manage and maintain the borough's PRow network; supporting with the development and implementation of Capital PRow projects. Engaging with a variety of stakeholders to respond to the changing demands and priorities of the team, you will identify and actively develop opportunities to improve the rights of way network across the Borough.

You will lead on the delivery of the Council's major Greenways Project so sound project management experience and knowledge will be required.

We're looking for a suitably qualified and experienced individual who can work collaboratively with colleagues to support with the management and maintenance of existing PRows and leading on the DMMO process. Working with senior colleagues in multiple disciplines you will deliver PRow consultations through the provision of specialist planning advice, the negotiation of associated developer contributions, the development of delivery monitoring systems, and contributing to the continuing development of Council policy, while supporting your direct reports to achieve the same.

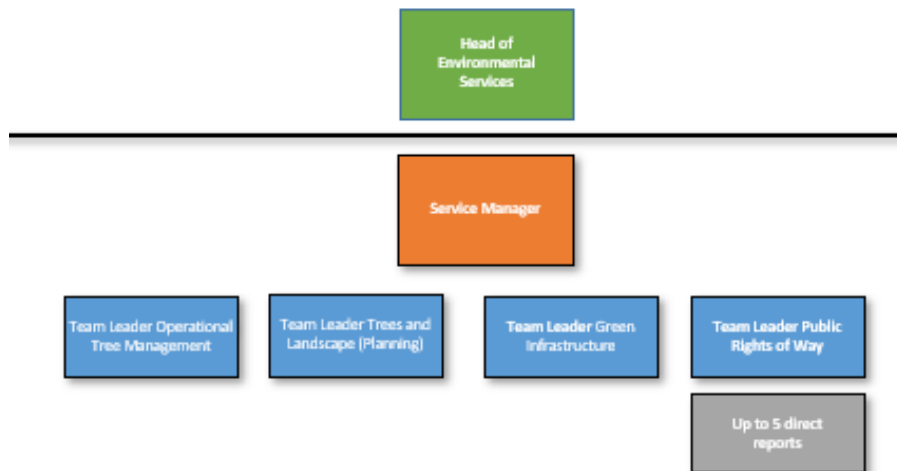
You will have the ability to work across a number of disciplinary areas within the Council, be a confident communicator and negotiator, and have demonstrable knowledge and understanding of the PRow DMMO process. Your enthusiasm and drive for service improvement will enable you to use your initiative to resolve unexpected challenges and be solution focussed.

As a member of Community, Heritage, Blue and Green Infrastructure within Environment and Safety, you will support the achievement of key priorities, making a real difference to the preservation and enhancement of Wokingham's environment, particularly as it relates to PRows. Working within the Council's wider Community, Heritage, Blue and Green Infrastructure team, which includes expert Ecologists, Green Infrastructure, Heritage, Tree Officers, Tree Inspectors, Landscape Architects and Drainage Officers you will also work across directorates with colleagues in Finance, Procurement and Planning.

The Council fosters a collaborative working approach and as such the Team Leader will be expected to provide support and broad PRow advice to colleagues, residents and Members. Alongside this you will work to strengthen working relationships with Parish/Town Councils, other public authorities and volunteer groups.

<u>Main Accountabilities</u>	
1	Protection of the public's rights to use the rights of way network including statutory enforcement, determining priorities, and leading on complex enforcement cases.
2	Prepare, direct, and manage work programmes and projects, through staff, contractors, and volunteers, to required standards, including associated budget management and application of associated regulations.
3	Provide specialist planning advice on PRoWs and negotiate associated developer contributions in conjunction with relevant colleagues. Prepare and deliver evidence as part of planning appeal process where necessary.
4	Lead and direct Rights of Way staff in monitoring and responding to reports, liaising with colleagues, and dealing with members of the public, landowners, parish councils, and Councillors.
5	Work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
6	Providing internal training to teams to support compliance with statutory duties.
7	Working with other regulatory services across the Council to ensure consistency in approach and to identify and implement the most appropriate mechanisms to secure compliance with regulatory systems.
8	Continuous improvement to processes and practices and to achieve good value for money for the operational management of the PRoW network.
9	Act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of PRoW projects, particularly, leading on the delivery of the Councils major Greenway project.
10	Operate with a 'can-do' attitude, inspiring and motivating team members to do the same.
Supervision Received	General guidance from Line Manager on Council processes, policy, strategic direction, escalation of complaints.
Supervision Given	Up to 5 Public Rights of Way Officers
Contacts & Working Relationships	Members, Internal Officers, Town and Parish Councils, Volunteer and community Groups
Management of resources or budget	Use of ProContract for tender advertising and evaluation, raising requisitions and processing invoices on BWO. (Service Manager is the overall budget manager for the PROW budget)
Special Factors	Ability to travel to a variety of locations in borough to carry out site visits and attend meetings as necessary.

Organisation Chart



Person Specification

Qualifications	Essential	Desirable
Relevant degree, diploma or industry recognised qualification relating to Public Rights of Way and / Project Management	Yes	
Technical Skills.	Essential	Desirable
Good IT skills including Microsoft Office suite	Yes	
Knowledge	Essential	Desirable
Comprehensive knowledge of Council statutory duties in relation to Public Rights of Way	Yes	
Advanced knowledge of rights of way legislation and procedures	Yes	
Experience	Essential	Desirable
Proven track record of working within Public Rights of Way	Yes	

Experienced in Public Rights of Way enforcement action	Yes	
Training and experience in use of mapping software such are ArcGIS or similar	Yes	
Other	Essential	Desirable
Effective communicator at all levels	Yes	
Full UK driving licence	Yes	
Completed by:	Laura Buck (Trees and Landscape Service Manager)	Date: 24/01/2024