

VACANCY NO:
CLOSING DATE:

HR use
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Job Description

POST TITLE: Path Warden
POST NUMBER: *Post 12122*
DEPARTMENT: Resilient Communities
LOCATION: Based at SBC HQ Newtown St Boswells – Borders wide travel.
RESPONSIBLE TO: Senior Active Travel and Access Officer
RESPONSIBLE FOR: N/A
GRADE: Grade 3F
SALARY/RATE OF PAY: £25225.30 - £26977.30 per annum
HOURS/WORK PATTERN: 35 hours
RESOURCELINK POST STATUS: Permanent
CONTRACT STATUS: Permanent
DISCLOSURE STATUS: None
REGISTRATION REQUIREMENTS:
POLITICAL RESTRICTIONS: No
DATE GRADING APPROVED & RESOURCELINK NUMBER

PURPOSE

The role will involve working in the operational/delivery function of the Active Travel and Transport team which sits within Economic Development (and includes countryside access). The role will include path warden and access assistant duties to support the Team, particularly the Senior Path Warden. This role will provide practical support for the maintenance of access routes such as shared access routes, rights of way, promoted paths, core paths and other paths for which the Council accepts some responsibility in the interests of public safety. This role will also provide office-based support for programmes of work associated with active travel and countryside access.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Support the Council's long-term strategic plans for Active Travel, including walking, wheeling, cycling and horse riding.
2. Undertake a programme of regular inspections of shared access routes, promoted routes, core paths and any other routes as directed, to include surveys of furniture (e.g. small bridges, stiles, gates etc.), and updating Countryside Access Management software when office based.
3. Carrying out furniture condition assessments and identifying any work that may be required
4. Ensuring path surfaces are kept in a suitable useable condition for appropriate use and clear of obstruction. This will involve grass cutting, brashing, strimming, removal of debris, etc.

5. Ensuring paths are adequately drained, that existing drains are kept clear and maintained and that new drainage works are carried out as necessary.
6. Ensuring that all path furniture (e.g. small bridges, stiles, gates etc.) are safe and operational, kept properly maintained and repaired, with new stiles, board walks and gates etc. built as required.
7. Carrying out basic maintenance or improvement works as may be required, including other structures alongside footpaths, such as fences, drystone dykes and walls.
8. Reporting any necessary maintenance or improvement works which require additional labour or resources and assisting in sourcing estimates for work.
9. Office based digital tasks recording survey and paths information using appropriate systems. Full training will be provided.
10. Support in contacting landowners and community groups to arrange site visits as required.
11. Office cover day to assist the wider Team in managing enquiries from the public by email and telephone calls.
12. Erecting and maintaining 'way-markers', signs and information boards.
13. Undertaking minor environmental improvements associated with countryside access projects.
14. Collecting and removing litter/rubbish from scenic areas.
15. This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive, and the post holder may be required to undertake such other duties as may be required by the Active Travel and Transport Team Leader, Senior Active Travel and Access Officer and Senior Path Warden.

RESOURCE RESPONSIBILITIES:

- To assist the Senior Path Warden in ensuring that the vehicles, tools and equipment provided (to carry out the duties outlined above) are all kept and maintained in good condition
- Supervision on occasion, of volunteer or temporary workers who may assist on-site

ADDITIONAL DETAILS:

A current driving license is a requirement of the post. A vehicle will be shared with the Senior Path Warden or made available for lone working for work duties only. However, if you have a disability which precludes you from holding a driving license, consideration will be given if alternative transport can be arranged.

Based at HQ, but required to make site visits and survey routes throughout the Scottish Borders Council area.

OTHER DETAILS:

The post holder will be expected to comply with all appropriate Health and Safety issues in relation to the duties outlined above and where volunteer workers assist in project work.

Protective clothing will be provided as required.

Appropriate training will be made available, as necessary

PRE EMPLOYMENT CHECKS

Essential

Satisfactory Standard or Enhanced Disclosure Check – **(Disclosure posts only)**

Satisfactory Medical Statement

Satisfactory References

Right to Work in the UK

Under the Immigration, Asylum and Nationality Act 2006 – require original documentation confirming legal entitlement to live and work in the UK.

- A Passport/National Identity Card showing you are a British Citizen or an EEA
- or Swiss National
- or a **full** British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number
- or a passport or travel document endorsed to show that you are allowed to stay in the UK indefinitely or for a limited period of time and are allowed to work is required.

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

Disclosure

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust. These "excepted professions" are set out in the Exceptions Order and include:

- posts that involve regular contact with children or vulnerable adults;
- certain professions in areas such as health, pharmacy and the law;
- posts in the police, prison and probation service;
- senior managers in banking and financial services;
- appointments to jobs where national security may be at risk.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post