ORKNEY ISLANDS COUNCIL

Access and Active Travel Planner

School Place, Kirkwall, Orkney

At a glance:

Grade: I
Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

To be the Council's lead on the provision of support and advice for access to the countryside and active travel. This will include the drafting and monitoring of relevant policies and strategies; plus the provision of advice to the public and stakeholders within this remit.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Monitor, review and redraft when appropriate Orkney's Core Path Plan, Orkney's Outdoor Access Strategy, Orkney Active Travel Strategy and any other policy document on behalf of the Council. This work will include evidence gathering, public consultation, survey and field works.
Lead on all enquiries from the public, internal officers and other stakeholders regarding outdoor access and active travel where appropriate bring them to a successful conclusion in line with legislation, national guidance and advice.
Manage the land and property assets of the Development and Marine Planning Team. This work will include the preparation and review of Management Plans for the Council's Local Nature Reserves, and where appropriate you will be the Council's lead on actions from the Management Plans and Inspection Programmes that may include applying for funding.
Advise and support Development Management when required on planning applications that have the potential to have an effect on outdoor access and active travel, including formal consultation responses. This work will include the assessment of relevant elements of Environmental Impact Assessments.
Represent Orkney Islands Council at a local and national level in matters associated with outdoor access and active travel. This will include attendance at all Local Access Panel Meetings and the facilitation of these meetings.
Preparation of committee reports on these matters in a timely fashion and in a manner, which makes them readily understood.
Authorising orders and invoices from an agreed budget up to the value of £300,000.
Use a range of computer packages, including Microsoft Office, email and similar related software within the context of the post holders responsibilities.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in natural environment or related discipline. or Having a minimum of 5 years' previous relevant experience, as detailed below.
Member of the Chartered Institute of Public Rights of Way and Access Management (IPROW), or equivalent to achieve membership status.
Significant working experience of outdoor access and active travel.
Ability to demonstrate knowledge and understanding of legislation associated with outdoor access and active travel
Experience of project development and management
Experience of successfully managing funding and applying for external funding.
Considerable experience of IT applications particularly Microsoft Office and GIS packages.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Term Time Post:	No