(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Cannock Chase SAC Project Officer –

2 year fixed term contract

**Scale**: Grade H

**Post No**:

**Service**: Economic Development and Planning – Forward Planning

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**Responsible to**: Planning Policy Manager

**Responsible for**: N/A

**Key Relationships**: SAC Partnership and individual competent authorities; Natural England; Forestry Commission; Staffordshire County Council, Central Government – Department for Environment, Farming and Rural Affairs; Parish Councils, Ward Members, stakeholders in the natural environment service & the general public

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| **Job Purpose**: The Cannock Chase Partnership has developed an outline programme of mitigation (Strategic Access Management and Monitoring Measures (SAMMM)). Elements of the SAMMM are already in place including the Memorandum of Understanding and Business Plan however in general the role of the Cannock Chase SAC Project Officer is to develop and deliver a detailed SAMMM programme.  The officer will report to the Cannock Chase SAC Project Group and, through this body, to the Cannock Chase SAC Joint Strategic Board. The project will be guided by the on Project Group behalf of the Joint Strategic Board which is made up of representatives from 7 Local Planning Authorities.  Some weekend and evening working is a requirement of this post. |

**Main Accountabilities:**

* Prepare a detailed Strategic Access Management and Monitoring Measures programme for Cannock Chase SAC;
* Lead the delivery of the Strategic Access Management and Monitoring Measures programme;
* Agree the appointment of and manage consultants and contractors to deliver strategies for the management of visitors to the SAC in line with the works identified within the SAMMM.
* Liaise with the SAC landowners and management staff, neighbouring landowners and initiatives to achieve joined up delivery.
* Manage the delivery of projects to include the production of Project Initiation Documents, project planning, and issue and risk management in accordance with recognised project management procedures.
* Establish and implement a monitoring strategy, ensuring that the results and analysis are clearly linked to the strategic objectives of the project.
* Provide an ongoing assessment of the effectiveness of the Strategic Access Management and Monitoring Measures programme and identify any changes needed to project delivery and agree these with the Project Group prior to implementation.
* Provide functional management of the project’s Visitor Engagement Officer (to be appointed).
* Work closely with the Visitor Engagement Officer to develop and ensure an effective visitor liaison process.
* Manage the project budget and contracts, and work within SCC Financial Regulations.
* Provide financial reporting to the Cannock Chase SAC Project Group and Joint Strategic Board and ensure financial reporting is in accordance with the requirements of the employing body
* Monitor income and expenditure. Liaise with Cannock Chase Council/Stafford Borough Councils joint financial department as the financial body administering the project to enable forward planning of project delivery in line with the s106/CIL income stream.
* Provide officer support and secretariat services to the Cannock Chase SAC Joint Strategic Board and the Cannock Chase SAC Project Group.
* Represent the Cannock Chase SAC Partnership at internal and external meetings where appropriate.
* Liaise with the Partnership members, colleagues, stakeholders, groups and other initiatives linked to the Cannock Chase SAC, and act as a clear focal point of expertise for the SAC mitigation strategy.
* Seek additional funding to aid the development and delivery of projects.

**Professional Accountabilities**

Additionally, the post holder is required to contribute to the achievement of the Council, its Department, HR and individual objectives through:

**Financial Management**

* Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

* Participation and contribution in the Personal Performance Review process.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Health and Safety**

* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Council Health & Safety policy.

**Safeguarding**

* To be committed to safe guarding and promoting the welfare of children and young people/vulnerable adults.

The content of this job description and person specification will be reviewed on an annual basis in line with the Department’s training and development review policy.

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the PDR process. |
| For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English. |
| **Safeguarding and Prevention Duties**  The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.  Employees are expecting to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold. |

##### Special Conditions

(if applicable):

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for health, safety and welfare of the staff under your control.

3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.

4 To be responsible for the health, safety and welfare of yourself and employees you are working with.

5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

6 The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council’s Risk Management Strategy.

The Council reserves the right to vary the duties and responsibilities of staff under conditions prescribed in national agreements. Thus, it must be appreciated that the above duties may be altered as the future changing needs of the service may require.

**AGREED BY**

**POSTHOLDER: Signed**

**Dated**

**AGREED BY**

**LINE MANAGER: Signed**

**Dated**

**HEAD OF HUMAN RESOURCES: Signed**

**Dated**

**Background: Cannock Chase Special Area of Conservation**

Cannock Chase is an Area of Outstanding Natural Beauty (AONB), 1281 ha of which is designated as a Site of Special Scientific Interest with the majority of this being a Special Area of Conservation (SAC), and is designated principally for its heathland habitat. The majority of the SAC is a Country Park owned and managed by Staffordshire County Council, the other principal landowner in the locality being the Forestry Commission.

The population within relatively easy reach of Cannock Chase is particularly high with 2.7 million people within 30km. The Country Park is an important recreational asset and generates around 2 million visits per year. It is apparent however that the SAC is subject to high visitor pressure. Additional visits arising from new residential development within the regular visiting distance of the site is likely to have a significant effect on the SAC unless measures are taken to prevent harm. The main problems are fragmentation of habitat from a multiplicity of paths and tracks, track and path widening with erosion, compaction and trampling, and horse riders and cyclists going off the bridleways and eutrophication from dog mess.

The principal impact of visitor pressure is leading to loss of the SAC dry heath vegetation to new paths, path expansion, associated erosion and eutrophication. The component of the SAC involved is the dwarf woody shrub community (e.g. heather and bilberry), rather than the extent of bare ground forming the paths and tracks. This means that visitors have an impact on a small proportion of a large habitat component of the site, rather than a large proportion of a more restricted feature. Current visitor use of the site is high.

In recognition of the scale and distribution of recreation impacts affecting the Cannock Chase SAC, the Cannock Chase SAC Partnership was formed and comprises Local Authorities and advisory bodies such as Natural England, the AONB team and the Forestry Commission. The key objective of this Partnership is to secure appropriate mitigation for the impacts on the Cannock Chase SAC of Development Plan policies and proposals contained in individual planning applications. Developer contributions will contribute to projects to ensure the integrity of the Cannock Chase SAC is maintained and the requirements of the Habitats Regulations are met.