



JOB DESCRIPTION	
Job Title	Access and Development Manager
Department	Natural Environment
Grade	Grade E
Location	Epping Forest
Responsible to	Head of Land Agency
Responsible for	Mitigation Strategy Officer

Purpose of Post

To oversee strategic access plans and improvements for Epping Forest. To oversee Strategic Access Management & Mitigation Strategy (SAMMS) mitigation measures within the wider context of sustainable visiting to Epping Forest. Plan and manage measures for sustainable recreation and visiting across the Forest and wider landscape with objectives of best possible visitor experience alongside protection of the Forest.

To actively contribute to business development opportunities, helping to improve long term financial sustainability for the charity.

Main Duties & Responsibilities

Access Management

1. To develop a Forest- wide spatial master plan, incorporating visitor management plan, land management proposals across the wider land-holding and strategic connections projects with an overall objective of widening recreational accessibility combined with protection of the Forest, in particular the Special Area of Conservation (SAC).
2. Further develop the Epping Forest SAC SAMMS Mitigation Agreement to produce a SAMMS strategy and business plan, managing dedicated SAMMS delivery team and ensuring synergy with the wider business plan and work of colleagues across Epping Forest.
3. To ensure compliance with access legislation and determine access improvements seeking least restrictive access across the whole estate and working with colleagues, neighbouring authorities and landowners to achieve this.

4. To produce and oversee the implementation of a visitor management plan, seeking signage, interpretation, wayfinding and infrastructure improvements in conjunction with the Engagement team.
5. Lead consultation on strategic masterplan and wider landscape connectivity with statutory bodies, local authorities, wider stakeholders and public.
6. To develop a wider strategic access and connections plan- such as but not limited to journey planning, car parking, highways infrastructure signage, welcome and entry points and collaborating with neighbouring authorities to produce a Forest Transport Strategy.
7. Act as lead officer on specific projects that may arise, commencing with the Forest Transport Plan, Spatial Master Plan but also from time to time as appropriate seek and implement grant funded projects.
8. To collaborate on income generation or commercial development projects, actively seeking potential opportunities and leading on mobilisation of new areas of delivery.
9. Oversee specific projects led by project managers for sustainable access masterplan improvements
10. To lead on Visitor Surveys and analysis
11. To lead on Public Rights of Way compliance and development and standards of waymarked trails, easy access trails and long-distance routes across Epping Forest landholding.
12. Lead on mobilising long-term ambitions for major landscape designations.

Additional Duties

1. Actively implement the Environment Department policy and procedures for sustainable development.
2. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
3. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
4. Undertake any other duties that may reasonably be requested appropriate to the grade.
5. Comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.

PERSON SPECIFICATION	
Job Title	Access and Development Manager
Department	Natural Environment
Grade	E
Trent Position Number	POS005429

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

<ul style="list-style-type: none"> • Demonstrable extensive knowledge and experience of open space access management. (A,I). • A degree (or equivalent qualification or experience) in estate management, countryside management discipline, or evidence of further professional development (A).

Experience Required

- Significant experience of access management across a varied landscape. (A, I)
- Experience of managing agricultural tenancies and knowledge of Agricultural Holdings Act Tenancies and Farm Business Tenancies.(A,I).
- Experience of developing and delivering strategies, operational business plans and committee reports (A, I)
- Experience of liaison between the public, stakeholders, trustees, statutory bodies and private companies/landowners. (A,I)
- Comprehensive experience of actively advocating protection of statutory protected Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI) (A, I)
- Experience of making successful grant applications and implementation (A,I)
- Experience of producing reports, strategy and management plans

- Experience of implementing compliance with legislation and policy relevant to access
- Evidence of leading and managing projects(A, I)
- Experience of appointing and managing consultants and contractors (A, I)
- Experience of leading and managing teams

Technical Skills & Knowledge

- Highly organised with ability to prioritise a heavy workload, manage tasks simultaneously and perform effectively under pressure (A,I)
- Knowledge of GIS mapping systems. (A,I).
- Excellent interpersonal and communication skills (I)
- Knowledge of Local Planning Authority Local Plans and Planning Legislation(A,I)
- Knowledge of countryside laws and experience of implementing compliance (A,I)
- Confident IT user of the MS Office suite (A)
- A full, valid UK driving licence (A)

Other Relevant Information (eg. working hours or desirables if applicable)

This post demands a high level of flexibility a positive attitude and ability to adapt to changes due to service needs.

There will be a requirement to undertake regular site visits and on site working across rough and uneven terrain, sometimes for lengthy periods.

Occasional weekend working may be required

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a Permanent basis.

Salary

The salary range for this job is £44,930- £50,540 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the contribution bands. There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national LGPS website and/or the City's pension website.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

2 month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.