



## Role profile

<b>Role title</b>	Tamar Valley AONB Project Officer	
<b>Corporate directorate</b>	Neighbourhoods	
<b>Service</b>	Environment	
<b>Grade</b>	H	
<b>Reports to (role title)</b>	Tamar Valley AONB Manager	
<b>Version</b>	3.0	
<b>JE code</b>	4092	

<b>Approving manager</b>	Rachael Bice
<b>Date</b>	December 2017

If you would like this information in another format please contact:

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## Role purpose

The post holder will be required to assist the Tamar Valley Area of Outstanding Natural Beauty (TVAONB) Manager and Partnership in producing and implementing the Management Plan for the TVAONB. Key to this role will be the development and delivery of projects that will help fulfil the TVAONB Management and Delivery Plan, working closely with public, private and voluntary partners from a range of sectors including agriculture, forestry, wildlife, heritage, tourism, rural businesses, food and drink, renewable energy and education etc. The postholder will encourage local community support and will liaise and encourage participation and involvement of communities in the Tamar Valley in defining and addressing opportunities and issues of local concern in particular relating to the AONB's 'Special Qualities' for which the AONB was designated and includes rare valley and water landscapes, unique wildlife resource, remarkable built heritage and historic environment, and a landscape of high visual quality with artistic and public appeal.

## Dimensions

### Annual financial accountability

Annual budgetary accountability

### Management accountability

Nature of management

- Management of contractors, consultants and volunteers

Number of staff managed

No staff line management

## Accountabilities

*Cornwall Council is a dynamic organisation and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process*

- To assist the AONB Manager to carry out the work of the Tamar Valley AONB Partnership. To report and support meetings of the AONB Forum, Partnership, and Executive Committee as appropriate. To provide update reports on projects undertaken.
- To assist in the review and implementation of the AONB Management Plan and Delivery Programme, leading and facilitating projects and initiatives as required.
- To work closely with a wide range of local, regional and national organisations and agencies to identify, encourage and develop new projects that will meet the aims of the AONB Management Plan and the rolling Delivery Plan.
- To encourage local community engagement in projects and enable them to play an active role in defining and delivering projects that address issues of local interest. Specifically working to build heritage, environmental and cultural projects and develop these with the communities, the AONB team and partners.
- To develop, enable and encourage projects to enhance the AONB landscape, advise and liaise with, farmers and landowners; local authorities and parish councils; environmental and voluntary organisations, and; other local groups.
- To assist the AONB team in identifying and seeking appropriate grants for initiatives that will meet the aims of the AONB Management Plan and the Action

Programme.

- To manage and monitor projects and project budgets.
- To advise local groups/landowners on possible sources of financial and other support, commissioning and overseeing specialist/skilled advisers as appropriate.
- To work with other AONB staff to publicise the work of the organization and AONB projects through local and national media (press, radio, TV) events, exhibitions and presentations and through a regular newsletter.
- To organise and supervise the work of volunteers, contractors and direct labour where necessary through Project work.
- As required, to represent the sponsoring authorities at site visits and meetings; prepare reports and attend Local Authority meetings where relevant to project work.

## **Corporate accountabilities**

### **Information security and governance**

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

### **Safeguarding**

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

### **Equality & Diversity**

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

## **Key objectives**

- Provide support and work as a key member of the Tamar Valley AONB team in delivering the TVAONB Management Plan
- Develop landscape initiatives to support improved management and conservation of the AONB and its setting
- Provide input and support to the TVAONB in developing and seeking new opportunities for projects and initiatives eligible for funding e.g. through the developing National Grid's Landscape Enhancement Initiative (LEI), National Lottery and other project funding sources.
- Contribute technical and practical support to the breadth of environmental, built heritage, arts, and volunteering/community initiatives and projects being delivered in the AONB

## Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p><b>Working together</b> You understand and focus on customer needs and work well with colleagues and partners</p> <ul style="list-style-type: none"> <li>• You understand and are attentive to the needs of your customers</li> <li>• You listen to the views of others and seek them out</li> <li>• You support and show consideration for others</li> <li>• You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others</li> <li>• You are committed to the protection and safeguarding of children, young people and vulnerable adults</li> <li>• You share information and expertise with others</li> <li>• You are honest, you respect and you build relationships of trust</li> <li>• You share your achievements and acknowledge the achievements of others</li> </ul>	<p><b>Interview</b></p>
<p><b>Personal responsibility</b> You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> <li>• You are trustworthy and reliable</li> <li>• You pay attention to your own health, safety and wellbeing and that of others</li> <li>• You acknowledge errors, report them as appropriate and play your part in addressing them</li> <li>• You appropriately challenge unhelpful behaviour</li> <li>• You seek feedback and review your own contribution</li> <li>• You are open to change and improvement</li> <li>• You take responsibility for your development</li> <li>• You are enthusiastic about and take pride in your work</li> </ul>	<p><b>Interview</b></p>
<p><b>Resourceful</b> You apply expertise, solve problems and make improvements to deliver good customer outcomes</p> <ul style="list-style-type: none"> <li>• You plan and organise your work and manage your time effectively</li> <li>• You gather relevant information, analyse it and make timely informed decisions in the course of your work</li> </ul>	<p><b>Interview</b></p>

<ul style="list-style-type: none"> <li>You are flexible and adaptable</li> <li>You respond constructively to change</li> <li>You demonstrate financial awareness relevant to the job you do</li> <li>You use your initiative and are creative in problem solving</li> <li>You deliver results and manage customer expectations</li> </ul>	
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<b>Knowledge, skills &amp; experience</b>	<b>Recruitment and selection</b>
Demonstrates good knowledge and competency in land management and the historic and cultural environment.	Application form, Interview & Assessment
Proficient in the use of available design software and/or GIS, to create and manipulate layers and produce digital content, maps, etc.	Application form
Demonstrable knowledge of project management tools and techniques. Sufficient skill to develop and implement small-scale projects and contribute the development of bigger projects including demonstrable experience in applying for funding.	Application form, Interview & Assessment
Has wide knowledge of statutory and voluntary sector partner organisations, their functions and supportive routes. Develops awareness of self through direct liaison with communities, partners and other stakeholders. Develops awareness of other staff through coaching and briefing.	Application form, Interview & Assessment
Has excellent communication skills including writing reports and articles conveying complex information in an accessible but factual manner. Will be required to have good oral presentation skills and be confident presenting information and promoting the TVAONB.	Application form, Interview & Assessment

<b>Other requirements</b>	<b>Recruitment and selection</b>
Relevant degree or equivalent professional experience and/or qualification in an environmental or heritage subject	Application form
Project management experience in a relevant field to a standard necessary to undertake the responsibilities allocated to the role	Application form, Interview & Assessment
Evidence of CPD in a relevant field	Application form
The normal duties of this role will involve the requirement to work out of hours, travel to meetings and regular engagements across the south west. As part of a network of national designations there are occasional meetings elsewhere in the UK and even cross-channel, sometimes involving overnight stays. It is a condition of employment that you exercise satisfactory level of flexibility in order to fulfil the objectives of the role.	Interview
The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the	Application form and Interview

obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. Role will regularly require travel around the South west and occasionally elsewhere in the UK and even across the Channel	
This position is subject to a criminal records disclosure check	<b>NO</b>
This is a politically restricted position	<b>NO</b>