



Post title	Access & Partnership Officer
Division / Section	Neighbourhood Environmental Services / Parks, Openspace Development and Visitor Services
Department	Place
Responsible To	Parks Technical Manager (pending review)
Number of post holders	1
Acting up/ Secondment	No

Purpose of Job

To deliver the Council's access duties and responsibilities as required by the Land Reform (Scotland) Act 2003 and Countryside Act 1967, including the development of access-related strategies and policies.

To co-ordinate the planning, development, and delivery of outdoor access projects throughout Edinburgh and Pentland Hills Regional Park.

Major Tasks/Job Activities

Co-ordinate, maintain, and provide advice and information on access-issues and management rules.

Promote the Scottish Outdoor Access Code and uphold the Rights of Responsible Access and keep Rights of Way open and free from obstruction or encroachment, including negotiation, serving notice, and support enforcement.

Liaise with legal services over enquiries and the use of formal Orders to uphold rights of access, and undertake mediation and negotiation with landowners, land managers, and users to sustain the path network.

Responsible for Edinburgh's statutory Core Path Plan and network, and scope and manage projects identified and co-ordinate consultancy support where required.

Manage and report to Edinburgh's statutory Transport & Local Access Working Group and National Access Forum.

Responsible for the planned system of maintenance and the development of enhancements for nominated paths. This will include specifying & procuring works and managing contractors.

Develop and co-ordinate a voluntary path warden scheme to monitor and carry out routine maintenance of Edinburgh's footpath network.

Provide advice and consultation responses relating to planning applications, events, strategies, and policies, which impact on Core Paths, Rights of Way and land to which access rights apply.

Support teams relating to national and local event and filming guidance affecting Pentland Hills Regional Park, parks and open spaces, and other land where access issues need to be considered.

Prepare and present management reports and papers to Council Committees and Forums on access-related matters.

Supervision and Management of People

The postholder does not have line management responsibility for staff, but will be expected to:

- Allocate and direct the work of park rangers to support access issues.
- Supervise and manage contractors, third party organisations and volunteers (up to 30).
- Supervise and manage volunteers, including selection, training, and supervision of voluntary path wardens.

Creativity and Innovation

Develops new initiatives and approaches to access provision.

Undertakes site and issue based problem solving.

Prepares plans which include creative and innovative approaches to site improvement.

Uses creativity and innovation when planning and delivering interpretative materials.

Provides resolution to access enquires which include an innovative approach to problem solving.

Contacts and Relationships

Regular contact with the public, Friends Groups, site users, other Council officers, and elected members.

First point of contact for land managers and site users, providing advice and guidance.

Has regular communication with external regulatory and funding agencies (e.g., NatureScot, Scottish Environment Protection Agency, and Historic Environment Scotland).

Consult and liaise with Council Officers, MPs, MSPs, other organisations, communities, user groups, etc., on path network and related issues.

Attend, support, and manage access-related work of the Edinburgh's statutory Transport & Local Access Working Group.

Manage voluntary activities in support of site management objectives.

Decisions (Discretion)

Makes routine decisions about day-to-day access issues and operations.

Management of approved projects with reference to established operating procedures and policy.

Uses discretion to manage access processes and budgets within agreed parameters.

Uses discretion when deciding how best to advise visitors, colleagues, contractors, volunteers, and other stakeholders.

Decisions (Consequences)

Decisions will impact on the management and quality of service, including compliance with statutory duties and legislation.

The postholder will be a key consultee on access issues within the city and Pentland Hills Regional Park as well as deliver on placemaking outcomes through involvement in projects.

Decisions will impact on overall operational performance against targets, customer satisfaction, and financial success.

Decisions made by the postholder will directly impact the reputation of the Council.

Resources

Contribute to the setting of annual budget for the service and assist in monitoring spend against this.

Support grant and other applications for funding to support access work.

In the absence of your line manager, the postholder will also have responsibility for the security and maintenance of any buildings / depots that they accommodate, including any internal fixtures and ICT hardware.

Responsible for a range of vehicles, equipment, and machinery.

Environment – Work Demands

Autonomy to make routine decisions within agreed parameters and will operate flexibly to deliver agreed objectives. This includes decisions relating to day-to-day time management, project management, and routine operations. The postholder is supported by and will refer all other non-routine decisions to their line manager in the first instance.

Carry out risk assessments in relation to path-related projects.

Environment – Physical

The post is concerned with project and site management and is not a manual role. However, due to the nature of the service, the postholder is also required to:

- Visit and inspect access routes across the city, including the Pentland Hills Regional Park.
- Lead conservation and maintenance tasks from time to time.
- Undertake minor maintenance tasks from time to time.

Environment – Working conditions

Operates primarily from the Hermitage of Braid Visitor Centre but can be required to work at any location within the City of Edinburgh or the Pentland Hills Regional Park.

Often required to work outdoors and in most weather conditions. Outdoor working will primarily involve site visits, inspections and project supervision. PPE is provided on the basis of need identified through risk assessment (40% of time outdoors).

Environment – Work Context

Working in an environment where they are available to the public continuously during working hours. This includes telephone contact, e-mail, unplanned visits to the offices, and informal contact with visitors on site.

The role involves attending and representing the Council in public meetings and other stakeholder forums.

Knowledge and Skills

Educated in a relevant discipline to degree level. In certain cases, this requirement will be satisfied through relevant experience and demonstrated competence.

Knowledge of access legislation and outdoor access code and to have good knowledge of the main statutory duties of the Land Reform (Scotland) Act 2003.

The postholder must have experience of developing strategy and policy in a relevant discipline.

Demonstrated competence in managing operational services and / or projects including budget, knowledge and skills is essential.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your

duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage, or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety, and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations, and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure