

Job Description

1. Job Title	Farming in Protected Landscapes Officer
Service Area	Economy & Culture
Service	Place-shaping & Economic Growth
Team	AONB
Date prepared/Revised by	June 2021 / Iain Mann
Post accountable to	AONB Manager
Post directly responsible for employees (number of workers)	Direct supervision: 1 Indirect supervision: 0
2. Main Purpose	
To deliver the Farming in Protected Landscapes (FiPL) programme in Nidderdale AONB	
3. Key Contacts	
Internal: FiPL Project Assistant, FiPL Administrator, Land Management Team Leader, AONB Manager	
External: Local farmers and land managers, staff working in partner organisations.	
4. Main Accountabilities	
1	Lead on advice and guidance for conservation, land management, access and engagement, to promote high quality applications to the programme.
2	Support potential applicants with the development of their applications.
3	Manage the budget and successful delivery of the FiPL programme, in line with terms and conditions, reporting to the AONB Manager.
4	Line manage the FiPL Project Assistant and work closely with the FiPL administrator.
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues a work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p>	
Safeguarding Policy and Procedures	
The post holder will adhere to all the Council's Safeguarding Policy and Procedures	

6. Job Activities Main duties and responsibilities relating to accountabilities identified above	
1	<p>Lead on advice and guidance for conservation, land management, access and engagement, to promote high quality applications to the programme:</p> <ul style="list-style-type: none"> • Provide a central point of contact between Nidderdale AONB and potential applicants to the FiPL programme • Provide advice across all 4 areas of the programme to applicants and ensure the development of high quality schemes
2	<p>Support potential applicants with the development of their applications:</p> <ul style="list-style-type: none"> • Provide support and advice to applicants in line with terms and conditions of the programme • Facilitate cluster/ group applications to encourage joint projects across a wider landscape • Where necessary, help guide subsequent delivery especially with those applicants that are 'harder to reach'
3	<p>Manage the budget and successful delivery of the FiPL programme, in line with terms and conditions, reporting to the AONB Manager:</p> <ul style="list-style-type: none"> • Ensure that action undertaken through the Programme is consistent with the established purposes and complementary to the statutory purposes of Nidderdale AONB • Ensure compliance with the terms and conditions of support offered under the programme, including the management of multi-year agreements. • Lead project and programme level evaluation, including reporting to Defra and Nidderdale AONB • Lead the monitoring of progress towards the completion of funded projects. • Support the work of the FiPL Local Assessment Panel, including the provision of summary reports and recommendations on applications.
4	<p>Line manage the FiPL Project Assistant and work closely with the FiPL Administrator:</p> <ul style="list-style-type: none"> • Line manage the Project Assistant, setting their work programme, providing support and advice and undertaking appraisals and other management duties. • Oversee the work of the FiPL Administrator
5	Any other duties commensurate with the post grading