

## Job Profile

### Public Rights of Way Works Coordinator

Grade: 7

Date created: 1/2/2026

**About the Job** - The Works Coordinator plays a key role within the Public Rights of Way (PROW) team, supporting the delivery of high-quality operational services across Gloucestershire. The postholder designs and implements work schemes, manages stock and materials, maintains key health and safety processes, and supports the effective functioning of the PROW Unit and supports volunteer opportunities. The role contributes directly to the safe, accessible and well-maintained network of public rights of way that benefits residents, visitors, volunteers and partner organisations.

#### This is what we need you to do...

##### Operational Delivery

- Design and implement larger PROW work schemes in conjunction with PROW Area and Operations Officers.
- Maintain and update the PROW Health & Safety policy and procedures, ensuring legal compliance and good practice.
- Develop and maintain schedules of rates for PROW activities including cyclical clearance, bridges, gates, stiles and surfacing.
- Manage stock, materials and procurement processes in conjunction with the Works Warden.

##### Team & Volunteer Support

- Recruit, train and equip volunteers to support the delivery of practical PROW work.
- Line manage the Works Warden, providing direction, support and performance oversight.

##### Health, Safety & Compliance

Maintain safe working practices across the PROW team and report hazards, risks or incidents appropriately

##### General Responsibilities

- Ensure compliance with data protection legislation when handling and storing information.
- Undertake any additional duties that fall within the scope of the Highway Authority's PROW functions.
- Work in a way that supports the Council's Fairness and Diversity Strategy.

##### Special Conditions

- The postholder may occasionally be required to work outside normal hours, for which time off in lieu will be provided (aligned with PROW operational roles).
- A full UK driving licence and access to a suitable vehicle for work purposes may be required

#### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above. Outcome-based targets will be developed as part of the annual appraisal. This job profile is subject to regular review and may be amended to reflect service needs

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

## The ideal candidate will have...

### Experience

#### Essential

- Practical experience in designing and implementing PROW or similar operational works.
- Experience supervising staff or volunteers.
- Experience applying health and safety legislation in operational settings.

#### Desirable

- Experience working within a local authority or similar environment.
- Experience managing stock, materials and procurement processes.

### Knowledge, Skills and Understanding

#### Essential

- Strong understanding of practical countryside or PROW construction techniques.
- Good grasp of Health & Safety processes, including risk assessment.
- Ability to manage and support volunteers.
- Effective communication, organisation and problem-solving skills.

#### Desirable

- Awareness of PROW legislation and operational procedures.
- Knowledge of First Aid.

### Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence

The postholder will be:

- Self-motivated, organised and reliable
- Practical and solution-focused
- Able to work positively with staff, volunteers and the public
- Respectful, inclusive and supportive of others
- Able to take ownership of tasks and deliver results

### Education & Qualifications

#### Essential

- A good standard of general education to Level 5 in a relevant subject such as Countryside management or Graduate engineer.
- Relevant technical skills or qualifications relating to highways and countryside construction or practical land-based work.

#### Desirable

- First Aid qualification.
- Relevant vocational qualifications (e.g., Risk management, land management, countryside skills).

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