

## JOB DESCRIPTION

**Job title:** Countryside and Policy Manager  
**Directorate:** Countryside Policy and Management  
**Grade:** 8

### JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

**Reports to:** Director of Countryside and Policy Management  
**Manages:** Designated Countryside and Policy Team  
**Liaison with:** All stakeholders internal and external

### JOB PURPOSE:

- Lead and manage a multi-disciplinary team to develop and deliver work programmes across the national park
- Identify and secure new income streams to develop, design and implement projects.
- Act as an ambassador to develop and maintain national, park wide and local networks and partnerships to conserve, enhance and raise the profile of the national park

### KEY ACCOUNTABILITIES:

- Lead, manage, develop and motivate staff to promote team working, open communication and collaboration across all areas of work
- Undertake full monitoring and evaluation of projects within area of responsibility
- Review strategies and plans, and manage work areas as appropriate
- Contribute to reviews of the Partnership Management Plan which determines the strategic direction for the national park
- Manage the delivery of projects ensuring these meet objectives identified
- Ensure the effective management and deployment of budget and staff resources
- Proactively participate in leading cross-organisational projects and task-and-finish teams
- Identify and secure new income streams working closely with the SDNP Trust, other areas of the SDNPA and external partners to initiate new major projects
- Develop and maintain strong external partnerships with key stakeholders
- Work collaboratively across the SDNPA to continuously improve and inform strategy and delivery development
- Actively engage with stakeholders to develop and improve shared delivery
- Ensure that H&S issues are managed effectively and efficiently
- Continuously engage with colleagues to maintain the integration of work into the culture and ethos of the wider organisation ensuring the delivery of organisational outcomes and objectives.
- This is a politically restricted post as defined by the Local Government and Housing Act 1989
- Other duties requested by the SDNPA in line with the grading of this post.

## **CORPORATE RESPONSIBILITIES**

- Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:
- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role