



CONSERVATORS OF THE RIVER CAM

VACANCY FOR THE RIVER PATROL OFFICER

The Job

The River Cam Conservancy is the statutory navigation authority with responsibility for maintaining the river, and regulating the navigation of vessels on it, between the Mill Pond in Cambridge and Bottisham Lock near Waterbeach. Following a recent review and staff restructure, the Conservancy is seeking to recruit a River Patrol Officer (RPO), who will also be appointed Control Officer, with powers and responsibilities for the enforcement of the Conservancy's Byelaws.

This is a unique opportunity for a confident, personable and self-motivated individual. The job encompasses a wide and diverse variety of roles, including working from a boat on the river, recording data, representing the Conservators as the Control Officer, investigating incidents on the river, office work handling data input and reports, and GDPR and compliance responsibilities. The successful candidate will be responsible for ensuring that the Byelaws for the Conservancy are upheld. They will manage the process of registering vessels and be responsible for monitoring vessels using the navigation. They will engage with river users to ensure an understanding and compliance with the requirements of the byelaws, and will investigate incidents on the navigation. When required to do so, they will instruct debt collectors or solicitors to recover debts, and to bring civil or criminal proceedings.

Person Specification

ESSENTIAL:

- 1) Excellent problem solving and analytical skills.
- 2) Excellent written and oral communication skills.
- 3) Excellent interpersonal skills
- 4) Experience in using database resources and high levels of accuracy in data observation and recording.
- 5) High levels of professionalism, initiative, organisation, creativity and flexibility.
- 6) Team management experience
- 7) Hold a full, clean and current driving license.
- 8) Knowledge of COSHH and RIDDOR regulations.
- 9) Knowledge of the Data Protection Act (GDPR)
- 10) Computer literate with a proven ability to use Microsoft Office and other computer-based applications
- 11) Experience of delivering and leading a programme of work by planning, tracking, gathering and maintaining data/information.
- 12) High standards of integrity and honesty, and experience of handling confidential information.
- 13) Experience of engaging with the public and using diplomacy.
- 14) Ability and willingness to undertake all job related training.

DESIRABLE:

- 1) GDPR qualification
- 2) IOSH or NEBOSH qualification
- 3) RYA Power Boat Level 2 or other equivalent boat handling qualification
- 4) Emergency First Aid qualification
- 5) Awareness of the Conservancy and its remit as a Navigation Authority.
- 6) Budget management experience
- 7) Training in enforcement

- 8) Expertise in Microsoft Word and Excel
- 9) Experience of writing reports and delivering reports to Board or Senior Executives
- 10) Experience dealing with debt collection agencies, solicitors and other similar professionals

ADDITIONAL INFORMATION:

Job Specific Training: It is recognised that this job is unique, and that it is unlikely that any one person will hold all the relevant training and qualifications. The Conservancy will undertake to arrange suitable training for the successful candidate to enable them to perform the job safely, efficiently and effectively. The successful candidate must be able to engage in both physical boat handling and water safety training as well as college based exam assessed training.

Work Hours: Awareness of navigational activity on the river is an essential requirement of the job. River users must find the River Patrol Officer (RPO) to be approachable and visible on the river. To achieve this it is a requirement that the RPO maintain a flexible working pattern. The role will require some early morning starts, some evening work and some weekend work. The job requires a minimum of 37.5 hours a week.

Annual Leave: Due to the nature of working in a small team it is expected that staff will not take annual leave during particularly busy seasonal periods relating to their role. The annual leave provision is 24 days leave, three to be taken at Christmas, plus national bank holidays.

Salary: The salary range for this role is in line with NJC salary scale points 24 – 29, £28,672 - £32,234 (2020 & 2021 figures) per annum.

Benefits: Flexible/Hybrid working; 10% Employer Pension Contributions (NEST contributory pension scheme).

Contact: For the Job Description or if you wish to arrange a call to discuss the job, please email info@camconservators.org.uk or visit the Website and download the Job Description <https://www.camconservancy.org/>.

Please send your CV plus a concise cover letter to:

Postal Address: RIVER PATROL OFFICER RECRUITMENT, Clayhithe Office, Clayhithe Road, Horningsea, Cambridge, CB25 9JB.

Email Address: (CV & Cover Letter should be sent as an attachment to the email)

recruitment@camconservators.org.uk

Closing date for applications: 07/01/2022, 12 noon.

Privacy: please see our website for our full policy <https://www.camconservancy.org/about>

Your personal data will be handled in confidence and will only be used in respect of the organisations legal requirements for the recruitment to the specified job vacancy. Applicants personal data will be retained for a 6 month period for reference should the recruitment process be delayed, after which it will be deleted or destroyed.

JOB TITLE:	River Patrol Officer
JOB DETAIL:	FULL TIME (37.5 hpw Flexible working is required for this role including occasional weekend working)
SALARY RANGE:	NJC SCP 24 - 29

Job Description

PURPOSE OF JOB

1. To be appointed Control Officer, and to exercise the powers and perform the duties of Control Officer as set out in the Conservancy Byelaws
2. To take the steps necessary to ensure that all vessels using the River in the Conservancy Area are registered and to take action against the owners or users of unregistered vessels
3. To manage the annual process for the registration of vessels.
4. To manage the collection and recording of data on vessels on the River and of the Conservancy's land and assets
5. To be generally responsible for communications on behalf the Conservancy, and to manage the provision of information to river users and the public on behalf of the Conservancy through the website, notice boards and other means.
6. To manage applications for events on the river
7. To be responsible for compliance by the Conservancy in relation to Health and Safety and Data Protection

MAIN ACTIVITIES AND RESPONSIBILITIES

A Control Officer – General Duties

1. Acquire a good working knowledge of the Byelaws and the powers and responsibilities of the Control Officer thereunder.
2. Conduct regular patrols (using vessels, vehicles or on foot) to identify breaches of the Byelaws, including illegally moored vessels, and in order to collect accurate data on vessels using the River, including identifying unregistered craft by photograph or otherwise
3. When carrying out patrols, identify any issues such as bank collapse, obstructions or rubbish, missing or inadequate signage, problems with locks or other operational assets, unauthorized bank works by riparian owners, and any other matters affecting the Navigation.
4. Issue non-conformity notices when it is safe to do so, and liaise with the CEO and other staff on the issue of written warnings by letter or e mail.
5. Liaise with the Police and local authorities about enforcement related issues.
6. Arrange the removal of any vessel found abandoned, adrift, sunk or partially sunk, or causing an obstruction
7. Receive, investigate, and gather evidence on any incidents reported to the Conservancy which may constitute a breach of the Byelaws, and report thereon to the CEO
8. Manage any civil or criminal proceedings on behalf of the Conservancy when required to do so, by instructing debt collectors or solicitors, and gathering any necessary evidence including witness statements.

B Registration of Vessels and Data Management

1. Manage the annual process for the registration of vessels including the collection of payments, ensuring that all information regarding registration is recorded on the data management software or any other reporting tool as required.
2. Manage the data management system for recording data on vessels to ensure that it is accurate and up to date, including by cross-checking with the BSS examiner database or other authorities. Provide reports thereon when required to do so.
3. Revise the annual Conditions of Registration, registration fees schedules and application forms in accordance with decisions by Conservators

4. Answer enquiries about registration, and provide information, assistance and advice to members of the public and other agencies with regard to registration issues and the payment of fees.
5. Report regularly to the CEO on unresolved queries and outstanding debts.
6. When so authorized, institute and manage the recovery of outstanding debts by referring them to a debt collection agency, and by civil or criminal proceedings as appropriate.
7. Maintain the Conservancy asset and property register and ensure that it is accurate and up to date

C Communications and Public Relations

1. Generally manage the website, any social media sites, and public notices, to ensure that they are accurate and up to date and that outdated information is removed and replaced as necessary.
2. Ensure that the online registration system is accurate and operating correctly.
3. Generate public notices online and on notice boards as required from time to time.
4. Respond to communications from the public, where necessary referring them to the CEO.
5. Liaise with other agencies such as the Environment Agency and the City Council on matters relating to registration and mooring of vessels.
6. When required to do so, attend meetings of outside bodies in order to represent the Conservancy.

D Events

1. Manage event applications, and the application process, raising any concerns about it with the CEO.
2. Ensure that the events calendar is up to date, chasing missing information and liaising with event organisers.
3. Follow a routine to ensure that event fee payments are made in good time.
4. From time to time attend river based events to ensure that they take place in accordance with any terms and conditions laid down by the Conservancy

E Compliance

1. Undertake responsibility for the Conservancy's compliance with Health and Safety legislation.
2. Complete Risk Assessments and any Method Statements where required
3. Maintain the Accident Register and any other health and safety records as required
4. Ensure that first aid kits are stocked and in date.
5. Undertake responsibility for the Conservancy's compliance with Data Protection legislation
6. Manage data protection processes and procedures.
7. Respond to requests for data.

F General

1. Report to the CEO as line manager, and liaise with other officers and the Contract Manager of River and Rural Ltd as necessary.
2. Operate the Conservancy vessels and vehicles when necessary to carry out the functions of the role
3. When required to do so, attend meetings of the Conservators, or of the Regulatory and General Purposes Committees.
4. Attend and participate in training as deemed appropriate for the role
5. Work flexibly across the organisation as required by the CEO
6. The role requires working both in the Conservancy offices and out of doors.