

## Senior Access Officer

<b>Reference No.</b>	FCCT/SAO/2026	<b>Type</b>	Individual
<b>Service</b>	Conservation & Engagement		
<b>Job Family</b>	FCCT - Professional	<b>Grade</b>	FC7

### Purpose

Reporting to the Head of Conservation & Engagement, the Senior Access Officer (SAO) will lead on local authority statutory access functions across Fife. Acting in a technical advisory role, providing advice and guidance to FC departments (e.g. communities, planning and legal). Working with colleagues to ensure that FCCT's statutory duties in relation to the Land Reform (Scotland) Act 2003 and service level agreement commitments are met in relation to outdoor access on all FCCT sites.

**Key Responsibilities** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Deliver on duties outlined in the Terms of Reference (ToR) with Fife Council regarding the provision of local authority statutory access functions e.g., supporting appropriate access on core paths and rights of way and other access related issues.

This includes site visits which can involve dealing with irresponsible access issues and enforcing the Land Reform (Scotland) Act 2003.

Working with the Access and Recreation (A&R) Manager, ensure that FCCT's statutory duties in relation to the Land Reform (Scotland) Act 2003 and service level agreement commitments are met in relation to outdoor access on all FCCT sites, playing a key role in the Conservation and Engagement (C&E) Team.

Managing an Access Enforcement Officer (AEO). This will involve planning site visits and managing workload based on public enquiries and case load.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Educated to SCQF level 8, which includes an HND or Advanced Highers or equivalent in a relevant subject eg Law

✓

Working knowledge/experience and understanding of the legislation regarding outdoor access, especially the Land Reform (Scotland) Act 2003, Scottish Outdoor Access Code and how these affect access rights.

✓

Experience in conflict management / mediation

✓

## Role Profile

<b>Key Responsibilities</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Lead on, and support the AEO, with providing advice to stakeholders eg landowners/managers, community councils and the public across Fife regarding the Land Reform (Scotland) Act 2003. This can involve mediating disagreements and addressing complaints.
Advise and provide consultation for local authority departments (eg Planning, Legal) regarding the exercise of duties and powers under the Land Reform (Scotland) Act 2003.
Deal with enquiries and requests for information from stakeholders and the general public in a timely manner.
Working with the A&R Manager, promote responsible access at all FCCT sites and across Fife.
Utilise external funding streams to support maintenance and enhancement of outdoor access infrastructure.
Work with FCCT colleagues and stakeholders when appropriate to compile funding proposals.
Produce reports, briefings and present written and oral evidence including defending recommendations to Fife Council committees, FCCT management and board members and other stakeholders to aid discussion and inform decisions on policy matters.
Drive partnership working with external agencies, communities and business as well as across teams and departments within FCCT, working closely with the managers in the C & E team.
Ensure FCCT representation on a number of groups including: Partnership Against Rural Crime, Scottish Pilgrim Routes Forum, Local Access Forum, Long Distance Routes Forum
Act as the main contact for Fife Council regarding events at FCCT sites.

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Experience working with legislation and case law	✓	
Able to work to a higher intent, work independently to achieve objectives, and be fully accountable for actions.	✓	
Strong interpersonal skills with the ability to negotiate, persuade and be diplomatic, but also assertive.	✓	
A good instinct for the right course of action when the answer is not obvious.		✓
Experience of working closely with local authorities	✓	
Good track record of collaborative working, developing and maintaining effective relationships.	✓	
High standard of communication skills, both verbal and written.	✓	
Experience of report writing and briefing stakeholders.	✓	
Decisive and organised.	✓	
Diligent and conscientious work ethic.	✓	

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Represent Fife Council on a number of groups including: National Access Forum, Local Access Forum and local authority area committees (as appropriate).	Proactive and shows initiative, with ability to identify new opportunities.		✓	
Supporting the Communications Manager to raise awareness of access issues. This will be conducted via social and traditional media and will also involve creating engaging content through blog posts, newsletters, and on FCCT's main website.	Imaginative and bold. Not afraid to try new ideas and take calculated risks.			✓
Work closely with FCCT colleagues to coordinate responses to access issues.	Someone who thinks to the finish and can see where success lies			✓
Support delivery of projects that aim to maintain and enhance responsible access on FCCT sites and across Fife e.g., reviewing the Core Path Plan, coordinating surveys and liaising with internal/external stakeholders to update the plan and report to Fife Council	Experience of engaging with internal and external policy developers.			✓
.	Experience of using social media to inform, educate, influence and entertain stakeholder groups.			✓
	Excellent team player, able to put shared goals before self.		✓	
	Knowledge of GIS mapping or a desire to learn		✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

# Role Profile

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Regular travel to sites across Fife.		Driving License	✓	
Regular engagement with local Community Councils		Flexible mindset.	✓	
Attendance of training and consultations on SOAC and input into access and recreation matters.				
Occasional weekend and evening work.				
FCCT duty manager rota				
<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:			
	<ul style="list-style-type: none"> <li>• Inclusive, caring, and generous.</li> <li>• Fair, respectful, and charitable.</li> <li>• Agile, proactive, and aspirational.</li> <li>• Knowledgeable and information led.</li> </ul>			