

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Highway Searches Officer	JEID	M0105
Salary Grade:	Scale H		
Team:	Highway Searchest		
Service Area:	Transport and Highways		
Primary Location:	Barrack Street Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Traffic Manager		
Responsible for:	4 Staff		

Role Purpose

To Respond to written requests regarding the public highway status, extent traffic schemes and public rights of way in order to meet Warwickshire County Council requirements to respond to property search enquiries.

To lead on the development of the Digital highway record.

To take responsibility for the development, application and maintenance of the Council's Local Street Gazetteer, compliant to BS7666.

To act as the Local Street Gazetteer Custodian for Warwickshire County Council, fulfilling a statutory function, and to represent the Council on all matters regarding the LSG, ensuring compliance with the Data Cooperation Agreement

Role Responsibilities

To answer queries from District and Borough Councils, the public, search companies, solicitors, and internal colleagues, regarding the status of highways, traffic schemes, public rights of way and status of Highways in relation to Property search and highway extent enquiries.

To use a variety of sources including GIS systems, historical maps, adoption plans and databases to ascertain answers to Property search and highway extent enquiries.

To take the lead in the development and maintenance of a digital highway record including highway extents.

To deputise for the Line manager at District internal and external meetings in their absence.

To Take the lead in documenting the Highway Record utilising GIS systems digitisation.

To take the lead in training the districts/borough with all communication methods for sending and receiving CON 29 enquiries.

To check monthly status of monthly NSG submission.

To check NSG Healthcheck errors against targets

Complete annual Improvement Questionnaire for NSG and set targets for forthcoming year

Attending regional National Street Gazetteer forum and report back to Traffic Manager & HMIS Team

Liaise with Corporate GIS Team.

Coordinate agreement of high level procedures for coordinating the Street Naming and Numbering Process in line with statutory obligation, ensuring that it is fully integrated with day to day maintenance procedures for the LSG and associated update processes for the District and Borough Local Land and Property Gazetteer.

Promote and maintain quality criteria, procedures and conventions for LSG maintenance and agree associated procedures for maintaining street data within District LLPGs in line with LSG. Ensure that local and national conventions and standards (including BS7666) are fully adhered to in the maintenance process.

Organise and chair regular meetings with LLPG representatives from District and Borough Councils

Understand the requirements of WCC County Highways for the road section network and associated data and coordinate the maintenance of this.

Take the lead for responding to commons land and Village green enquiries.

To undertake improvement projects and feasibility studies in relation to Highway search and highway extent enquiries

To raise invoices with the Districts for CON 29 searches.

To play an active role in the Midland Service improvement group.

To train and mentor the team in relation to the CON 29 and highway extent enquiries.
 To contribute towards project plans relating to the highway record.
 To attend team meetings and take an active role in the discussions.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Minimum of 5 A-C grades at GCSE, with grade C or above in English and Maths	D
Good IT skills with experience in the use of Microsoft Office and GIS systems	A, I
Excellent communication skills	A, I
Able to work on your own initiative and to deadlines	A, I
Able to work with others and lead the team	A, I
Proven Analytical Skills.	A, I
Good Attention to detail and meticulous approach to tasks.	A, I

Desirable Criteria

Assessed By:

Ability to read maps and use grid references.	A, I
Degree in relevant discipline.	A, I
A basic knowledge of Highway Law.	A, I
Appreciation of the housing buying process and conveyancing.	A, I
Experience of working within Highway or Land Charges departments.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	