

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:	Rights of Way Definitive Map Officer	JEID	M0412
Salary Grade:	Scale I		
Team:	Rights of Way		
Service Area:	Environment Services		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Rights of Way Team Leader		
Responsible for:			

Role Purpose

To progress the review of the Definitive Map and Statement, in accordance with the requirements of the legislation, Government guidance and County Council policy and procedures.

To make legal changes to the public rights of way network in response to requests from members of the public, farmers, landowners (and their agents), and the District and Borough Councils In Warwickshire.

To proactively change the rights of way network as directed by policies contained in the Rights of Way Improvement Plan.

To prepare and coordinate Orders required by the Council in its capacity as the Highway Authority, and Planning Authority (for the purposes of public rights of way) and National Infrastructure projects.

Role Responsibilities

To take a leading role in defining the public Rights of Way network and to interpret and apply legislation relating to Public Rights of Way and Highways including resolving Definitive Map anomalies and managing changes to the Definitive Map, supporting the accurate digitisation and checking of the Definitive Map and assisting with responses to consultations on development planning issues and National Infrastructure projects.

To deal with a caseload of Definitive Map Modification Order applications and to respond to requests

from members of the public, landowners, and agents for changes to the public rights of way and unsealed road networks.

To provide detailed and informed legal opinion on the existence and status of existing Public Rights of Way and alleged Rights of Way including researching the historical provenance of such highways and to survey definitive and proposed routes and to produce accurate plans.

To draft and make Definitive Map Modification Orders and Public Path Orders and to process the Order to a conclusion, dealing with objections including, where appropriate, submitting the Order to the Planning Inspectorate and then to either a Public Inquiry, Hearing or Written Representations

To act as the Council's Expert Witness at Magistrate's Court proceedings, Public Inquiries, Public Hearings, and during the Written Representations procedures including preparing and presenting Proof of Evidence when appropriate.

To advise on applications from developers, landowners and statutory undertakers to temporarily close public rights of way and unsealed roads.

To consult, meet, advise, educate, communicate and negotiate with interested parties such as landowners, solicitors, land agents, user groups and members of the public on Public Rights of Way and the legal status of the Definitive Map and Statement.

To conduct site visits in order to survey the application route or to discuss the route with the interested parties.

To write and present reports to Council Committees.

To secure income from applications for Public Path and Temporary Closure Orders.

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:

An appropriate degree level qualification or similar (or at least 5 years previous experience).	A
Knowledge of relevant Rights of Way/Highway law, and law pertaining to the legal records of Rights of Way, statutory requirements and legal, court, public inquiry and inspectorate procedures	A/I
Knowledge of relevant government guidance and advice notes relevant to Rights of Way/Highways.	A/I
Knowledge of the functions and powers of other the local authorities i.e. Parish and District/Borough Councils with regard to Public Rights of Way/Highways.	A/I
Ability to prioritise applications.	A/I

Fact finding, analytical, problem solving and judgmental skills	A/I
Ability to handle people in situations where significant financial interest may be involved including dealing with aggressive behaviour	A/I
Ability to make decisions with limited supervision.	A/I
Ability to write clear reports for Council committees and create documents and plans suitable for use in courts, by inspectorates and in public inquiries.	A
Computer literate and able to use standard office software plus GIS.	A/I
Ability to present and answer questions in court, public inquiries and Council committees.	A
Ability to negotiate with users of the network, developers, and landowners including the professional representing them.	A/I
Advocacy skills e.g. promoting the arguments in support of Orders made by the Council.	A

Desirable Criteria

Assessed By:

Able to use surveying equipment to survey routes and features and map reading and navigational skills required to accurately identify locations on the ground	A
An understanding of the development planning process as it affects public rights of way.	A
Knowledge of the functions and powers of statutory undertakers such as BT, Central Network, and Severn Trent in relation to legal orders and changes to the public rights of way network.	A
Land use and land management knowledge	A
Knowledge of relevant County Council policies and procedures including the Rights of Way Improvement Plan and Local Transport Plan.	A
Knowledge of the County Council procedure governing Committee reports	A
Knowledge of the County Council's complaints procedure.	A

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 checked="" 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 checked="" 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 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	