

Northumberland County Council
JOB DESCRIPTION

Post Title: Definitive Map Modification Officer	Director/Service/Sector: Local Services, Technical Services, Infrastructure Management.		Office Use
Band: 6	Workplace:		JE ref: 4507 HRMS ref:
Responsible to: Principal Rights of Way & Records Officer	Date: December 2024		
Job Purpose: To contribute to the provision of a high quality service from the Technical Services, Local Services Group. To ensure the provision of a comprehensive service on the legal, procedural and administrative aspects of updating and maintaining the Definitive Map and Statement of public rights of way.			
Resources	Staff	Day to day supervision of junior staff, apprentices or bank staff within the team including workload management.	
	Finance	Responsibility for raising orders & processing invoices in relation to Temporary Closure Notices & Public Path Orders, up to £2.5K. Assisting in monitoring income levels generated by the team in relation to notices and orders.	
	Physical	Shared responsibility for technical data resources including the Definitive Map & Statement of Public Rights of Way & GIS Mapping Systems.	
	Clients	Organising procedural and legal services which directly impact upon landowners, user groups, solicitors and the general public. Commenting upon and helping to resolve contentious client contact.	
Duties and key result areas:			
<ul style="list-style-type: none"> • To undertake activities necessary to secure the continuous review of the Definitive Map and Statement, under the provisions of the Wildlife and Countryside Act 1981 and the Highways Act 1980. • To undertake detailed research and analysis of evidence including investigations, assignments and site, client or case assessments related to the review of the Definitive Map and Statement, requiring long term planning, over several months. • To prepare reports to the Rights of Way Committee, relating to proposals to modify the Definitive Map and Statement and to present these reports to the aforementioned Committee as required. • To process applications for Public Path Orders and Emergency and Temporary Closure Orders, including the drafting of those orders. • To prepare evidence and represent the interests of the County Council at public local inquiries and magistrates' court hearings as required. • To undertake work to maintain a computerised rights of way database and digitised Definitive Map and provide timely and accurate management information. • To actively participate in the development of policies and procedures in relation to the Definitive Map of Public Rights of Way in order to reflect new legislation and/or to improve service delivery. • To provide specialist and technical advice on relevant legislation, practices and procedures in relation to the specialist area of the Definitive Map and Statement and Public Path orders to both internal and external stakeholders. • To liaise with staff from Corporate Services and other County Council departments on Definitive Map and Public Path Order matters. • To ensure that all relevant information is available in suitable formats adequate for professional and public use e.g. statutory records, public registers, datasets, guidance notes, web pages etc. • To assist in the preparation of information and provide advice on reports relating to the Definitive Map and Statement of Public Rights of Way. • Contribute to the maintenance of effective communication systems within the service and to represent the service at public and parish council meetings. • To be responsible for the day to day management of more junior members of staff within the team including the undertaking of appraisals and the monitoring of deadlines and workloads • To carry out such other duties appropriate to the nature, level and grade of the post. 			

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Predominantly sitting with frequent need to walk and bend and occasional requirement to lift moderate weights.
Transport requirements:	Generally office based with travel to work sites, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours with occasional attendance at meetings outside normal working hours.
Working conditions:	Office based with regular site visits at all times of the year in all weather conditions. Regular exposure to outdoor working in remote areas. Lone working near the highway or in remote rural locations requires concentration and awareness to ensure own and others safety. Some contact with irate or distressed members of the public and landowners. Working in a busy open plan office with numerous disruptions and conflicting demands from others.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Definitive Map Modification Officer		Director/Service/Sector:	Ref: 4507	
Essential		Desirable	Assess by	
Knowledge and Qualifications				
<ul style="list-style-type: none"> BTEC Higher National Certificate/Diploma or equivalent standard of general education, equivalent to level 4/5 in the National Qualification Framework in a Countryside, Legal, Land Management, or other relevant discipline. Knowledge of the legal and procedural issues relating to Definitive Map and Statement of Public Rights of Way. Qualified, trained or to have completed a relevant course in countryside management or to have an appropriate professional qualification 		<ul style="list-style-type: none"> Degree in a relevant discipline or equivalent standard of general education equal to level 6 in the National Qualification Framework Membership of an appropriate professional institute An awareness of recent developments in best practice in Definitive Map and Statement of Public Rights of Way 		(a)
Experience				
<ul style="list-style-type: none"> Relevant experience of definitive map work in a responsible position. Evidence of positive achievement in definitive map and/or highway law work. Experience of liaison with landowners, user groups, solicitors, and officers of other organisations/departments. Thorough knowledge of rights of way and highway legislation and procedures including historical background and enforcement procedures. Skilled in use and interpretation of maps and plans 		<ul style="list-style-type: none"> Experience of organising and presenting evidence at public inquiries and/or Magistrates' Courts 		(a) & (i)
Skills and competencies				
<ul style="list-style-type: none"> Proven skills in written and oral communication, presentation and negotiation skills Ability to work under pressure Methodical and able to keep accurate written records. Ability to deal with correspondence, telephone and personal enquiries. Ability to work methodically and systematically. Able to adopt a collaborative approach to work. 		<ul style="list-style-type: none"> Effective IT skills and ability to understand the use of Geographical Information Systems to achieve work objectives 		(a) & (i)
Physical, mental and emotional demands				
<ul style="list-style-type: none"> Normally works from a seated position with some need to walk, bend or carry items, with some lengthy periods of driving to remote parts of the County. Need to maintain general awareness with lengthy periods of enhanced concentration when researching and assessing evidence to make decisions. 		<ul style="list-style-type: none"> Frequent contact with the public and landowners objecting to the Council's proposals to amend the Definitive Map 		(a) & (i)

<ul style="list-style-type: none"> • Ability to remain calm when dealing with contentious subjects and distressed members of the public and landowners when the service provision does not meet their wishes. • Ability to work under pressure, meet deadlines imposed by senior officers and Elected Members and recognise stress in oneself and others. • Ability to work in a busy environment with numerous disruptions and a large number of ongoing issues to resolve. 		
Motivation		
<ul style="list-style-type: none"> • Dependable, reliable and a good timekeeper. • Displays and encourages high standards of honesty, integrity, openness and respect for others. • Helps managers to create a positive work culture, in which diverse, individual contributions and perspectives are valued. • Proactive and achievement orientated • Able to work with only general direct supervision. 		(a) & (i)
Other		
<ul style="list-style-type: none"> • Must hold a full British or EC driving licence 		(a) & (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits