

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Definitive Map Officer

Highways and Transport Service,  
Place, Economy and Environment Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West  
Northamptonshire  
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

1. The position of Definitive Map Officer is required to fulfil West Northamptonshire Council's (the Council's) statutory duties and powers in respect of public rights of way in accordance with, in particular, the Highways Act 1980 and the Wildlife and Countryside Act 1981.
2. The post holder oversees any legal changes to the rights of way network in West Northamptonshire and ensures that at all times the legal integrity of the Definitive Map and Statement (the legal record of rights of way) is preserved so that the Council is protected from legal action taken by either the Secretary of State or members of the public. The legislation regarding public rights of way and Definitive Maps is both broad and complex and the post holder provides a specialist advisory service to a wide range of stakeholders.

## **Accountable to:**

This role is accountable to the Investigations, Searches and Enforcement Manager, and works with minimal supervision. The role sits within the Highways and Transport Service, part of the Place, Economy and Environment Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. To prepare periodic Legal Event Orders ('LEOs') and ensure the accurate preparation and publication (by legal order) of the periodic consolidation of the Definitive Map and Statement. Any inaccuracies could result in costly legal claims being made against the Council.
2. To investigate applications for Definitive Map Modification Orders ('DMMOs') and Public Path Orders ('PPOs') in detail so that the Council is protected from successful legal challenges to its decision making process.
3. To produce reports with recommendations for the officer with the relevant delegated powers, and draft any subsequent legal Orders. If the reports are not thorough and accurate this can lead to legal challenges and unnecessary costs for the Council and/or applicant.
4. To prepare the Council's case for written representations, public hearings or public inquiries if there are objections to Orders (either DMMOs or PPOs) to try to ensure that the inquiry inspector confirms the Council's Order and that the Council is protected from excessive costs claims. To give evidence and be cross-examined as an expert witness in courts of all levels and public inquiries in order to execute the Council's legal responsibilities in an efficient and cost-effective manner.
5. To ensure accurate rights of way registers and records are created, kept and maintained to ensure that the Council meets its statutory obligations in this regard. A significant amount of the records are kept on the Council's website and GIS system. The maintaining of these records ensures compliance with the Council's best practice policies and procedures, thereby enhancing the Council's service to the public. The post holder conducts rights of way searches and provides signed legal extracts of the Definitive Map (which may be used as legal evidence).

6. To work with West Northamptonshire planning departments by providing expert, professional advice to their legal teams in the making and confirming of PPOs under the Town and Country Planning Act 1990 in order to protect the legal integrity of the routes on the Definitive Map.
7. To contribute to the content and policies within the local Rights of Way Improvement Plan and Local Transport Plan in order to set targets for the next five years.
8. To examine, review, advise on and accept Landowner Deposits to ensure that they cannot be called into question at a later date, thereby protecting the landowner and the integrity of the Council.
9. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and others and to comply with priorities and procedures relating to health and safety.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Exceptionally skilled at report writing and able to draft Orders or legally binding agreements such as Definitive Map Modification Orders, Public Path Orders and Deed of Dedication.	E	A, I
Excellent map reading skills with the ability to read and interpret historic maps and documents including early highways records such as Inclosure Acts and Awards	E	A, I
Ability to act as an expert witness and provide legal advice to Solicitors and third party organisations.	E	A, I
Ability to analyse and interpret data and information from legal documents with high levels of accuracy.	E	A, I
Excellent communication skills (both verbally and in writing) with the ability to supply specialist technical and legal advice to internal colleagues, solicitors, local authorities and other third party organisations	E	A, I
Ability to self motivate, organise and prioritise duties to maximum efficiency and in-line with organisational objectives	E	A, I
Ability to work on complex issues with minimal supervision and in accordance to strict deadlines	E	A, I
Good interpersonal skills with ability to negotiate with third party organisations and the public	E	A, I
Ability to prepare reports under Section 119 of the Highways Act 1980	E	A, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I

Knowledge:	Essential / Desirable	Measured by
A good understanding of the legal and historical background to the Definitive Map with good knowledge of highway, environmental or land law. In particular, a working knowledge of the Wildlife and Countryside Act 1981 and the Highways Act 1980 and earlier Highways Acts in so much as these are concerned with public rights of way.	E	A, I

Extensive knowledge of the Highways Act 1980	E	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of monitoring and tracking financial performance with the generation of invoices from a financial system (e.g. ERP)	E	A, I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Educated to graduate level or higher (or equivalent) in an appropriate field or significant relevant experience.	E	A
Member of IPROW (Institute of Public Rights of Way)	D	A
5 GCSEs (including English and Mathematics).	E	A
Current valid driving licence	E	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Northampton
<b>Job family band:</b>	T7	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£38,234 to £40,778	<b>Budget responsibility:</b>	£0.00
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

