

Job Description

Job Title: Asset Information Definitive Map Officer

POSCODE: CCC1155

Grade: Sc5 - SO2

Overall purpose of the job

To ensure that the legal records of Public Rights of Way (PROW), the Definitive Map and Statement, Commons, Village Greens and other highway records are accurate, current and legal so contributing effectively to the quality of life for the people of Cambridgeshire.

To assist in the management, development, commissioning and maintenance of the County Council's Highways Assets and Records to support effective prioritisation with limited resources and value for money.

To provide professional and technical advice, support and capacity in relation to delivering the Council and Directorate's objectives through joined-up service planning, community engagement and the flexible use of resources.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Customer and Service Focus <ul style="list-style-type: none">• Deliver customer oriented PROW and Definitive Map, Commons and Village Green Registration services in order to ensure that the legal records, registers, statements, GIS and other databases are maintained as an accurate record of the County's assets in order to meet needs of local communities, businesses, colleagues and elected members as required by the Service Plan• Implement strategies to assist and advise local communities and businesses in regard to the management, development, commissioning and maintenance of the County Council's PROW and Definitive Map Records• Organise and oversee the delivery of services within the Definitive Map area in order to ensure customer focussed and cost-effective solutions• Communicate clearly and appropriately with different audiences• Monitor and evaluate the performance of activities within the service area and make recommendations to managers in relation to improvements required.
2.	Service Expertise <ul style="list-style-type: none">• Provide professional PROW Definitive Map, Village Green and Commons Registers expertise and capacity to the service• Take a lead on aspects of service expertise in order to be able to provide support and guidance to colleagues and to deal with enquiries, concerns or complaints that require specific knowledge and expertise

	<ul style="list-style-type: none"> • Ensure the effective processing of all necessary legal procedures for the consideration of applications for modifications and orders affecting PROW • Investigate, prepare any necessary legal casework and act as the Council's expert witness for contested cases at tribunals • Prepare documentation for PROW and Highway legal records issues including setting out on site • Develop and maintain knowledge and contribute to regional and local developments relating to the service in order to ensure its continuing effectiveness • Impart knowledge and expertise of PROW through mentoring and coaching other staff in order to develop a broad skills base amongst the team • Identify future development and areas of concern relating to PROW and work collaboratively with the management team and appropriate other officers to identify appropriate resolution or action • Undertake effective monitoring to ensure that the delivery of the service meets the expectations and needs of the County Council and its communities, especially for those customers who are vulnerable or who have particular needs. • Monitor and advise responsible managers on whether all necessary measures are incorporated in the service to minimise and mitigate any adverse impact on the environment and local communities • Liaise with colleagues across the directorate and the Council to ensure the service is delivered in the most efficient, effective and co-ordinated manner.
3.	<p>Partnership working and co-operative working</p> <ul style="list-style-type: none"> • Develop and promote partnership working with a range of stakeholders in order to achieve service objectives • Develop effective internal and external partnerships and work with a range of stakeholders including other authorities and key organisations in Cambridgeshire in order to ensure that asset and records management and commissioning is delivered with the maximum effectiveness and efficiency • Exchange relevant information with internal and external stakeholders and organisations in order to ensure a mutual awareness and understanding of key issues • Liaise with colleagues to develop and implement effective systems to deliver services that meet the needs of our customers.
4.	<p>Project Management and Joint Working</p> <ul style="list-style-type: none"> • Support the planning, organisation and implementation of systems and processes for the delivery of effective project management within Highways • Co-ordinate, support and/or lead projects, initiatives and events ensuring active engagement by identified participants and ensuring that objectives are delivered within required quality, time and budget targets • Support and manage project work in order to ensure that the agreed objectives are delivered within required quality, time and budget targets • Assist in the review, development and writing of plans, policies, reports and user guides in order to ensure that they are current and fit for purpose • Maintain and operate systems to ensure up to date information is collected and stored and identify areas where information is missing and report to the Manager with appropriate recommendations.

	<ul style="list-style-type: none"> • Supervise any services commissioned in order to ensure cost-effective outcomes in line with agreed specifications. • Assist, where required, with the preparation and implementation of new or updated processes or systems to ensure effective operation.
5.	<p>Advice and Support</p> <ul style="list-style-type: none"> • Provide advice to customers, colleagues and key stakeholders in relation to the expertise and activities of Asset Information in order to facilitate effective joined-up working • Provide advice and training to other colleagues in the Directorate when required • The Place and Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.
6.	<p>Representation, Communications and Liaison</p> <ul style="list-style-type: none"> • Represent the business area and Service at meetings with internal and external stakeholders in order to ensure effective communications. • Support effective communications between the business area and its customers, partners and key stakeholders in order to ensure that they are kept informed of progress and queries are dealt with sympathetically and within agreed response times. • Contribute to the wider work and business areas of the Place and Economy directorate through participation in working groups, as appropriate. • Ensure that any wider CCC issues encountered are fed back to the appropriate team.
7.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
HNC or HND BTEC, A levels, or above	Relevant discipline, or relevant experience in Definitive Map work	Essential
Evidence of continued personal/professional development	In relevant discipline area	Essential
Degree or professional qualification	Relevant to discipline area e.g. geography, history, law	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Service Knowledge	Knowledge and demonstrable experience of working in a service related to highways, asset or record management, planning, or legal services.	Essential
	Good detailed understanding of the purpose and working of asset management	Essential
	Practical experience of commenting on Planning applications	Desirable
	Ability to identify, map and set out legal and physical boundaries	Desirable
	Experience in taking Orders to public inquiry	Desirable
Legislation	A good understanding of relevant legislation and the relationship with associated regulations.	Essential
	Good knowledge and understanding of the legal framework and processes relating to Public Rights of Way	Desirable
	Good knowledge of government areas relating to PROW, local and national organisations representing PROW users	Desirable
Delivery	Demonstrable track record of successful working in a related service delivery role	Essential
	Knowledge and experience of delivering services in line with an agreed Service Plan	Essential
	Experience of researching historic documents	Essential

Project management	Good track record of working on project teams, taking responsibility for the management of key aspects of work.	Essential
	Experience of managing and implementing projects to required quality, time and cost targets.	Essential
	Knowledge of how to design and develop projects	Essential
	Knowledge and experience of effective partnership working	Desirable
Enquiries and Complaints	Experience of dealing with and responding to complex enquiries and complaints	Essential
Coaching staff	Knowledge and experience of imparting knowledge to other staff	Essential
Communication	Knowledge and experience of representing a business area and service with elected members, senior officers and key stakeholders	Essential
	Knowledge and experience of providing technical advice to parish/district councils, many of whom may not have a technical background.	Essential
Skills		
Planning & organising	Ability to plan and organise and to ensure that deadlines and agreed quality, time and cost targets are met	Essential
	An ability to read, interpret and create paper and computerised maps for legal purposes	Essential
Team work	Ability to work as part of a team and lead key areas of work	Essential
Initiative	Ability to work on own initiative and to ensure that service objectives are achieved	Essential
	Able to think quickly and make clear decisions	Essential
	Able to consistently give good attention to detail	Essential
Prioritisation	Ability to prioritise workload	Essential
	Ability to work under pressure and meet tight timeframes	Essential
Intellect	Logical reasoning and analytical skills with an ability to identify and resolve issues effectively	Essential
Interpersonal skills	Excellent interpersonal skills	Essential
	Sound diplomacy skills	Essential
	Ability to remain calm when under pressure	Essential
	Ability to produce clear technical reports and documents that draw on all available information and lead to logical conclusions	Essential
Negotiation	Ability to negotiate with stakeholders	Essential

IT	Demonstrable ability to use IT systems	Essential
Flexibility	Ability to adapt and willingness to get involved in a variety of activities	Essential
	Flexibility to work outside normal office hours	Essential
	Be mobile and be able to visit offices and sites, when necessary, where public transport is limited	Desirable
	Physically able to visit and inspect sites which may have difficult access	Desirable
Development	Commitment to continuous service development	Essential
	Commitment to ongoing personal and role development	Essential
	Ability to work in a safe manner	Essential
Experience	Please see essential and desirable experience set out above	
	Working in a local authority in a similar field	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

Disclosure level

What disclosure level is required for this post?	None	
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Work type

What work type does this role fit into?		Flexible		
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Progression Criteria

Appointment is on Grade 5, unless they already have met the criteria for the higher grades through working in a similar role elsewhere.	
To progress to Grade 6	Commitment to undertake all necessary training. Clear knowledge and understanding of the principal legislation relating to Public Rights of Way. Ability to produce clear technical reports and documents that draw on all available information and lead to logical conclusions.
To progress to Grade SO1	Develop effective internal and external partnerships and work with a range of stakeholders including other authorities and key organizations in Cambridgeshire in order to ensure that asset and records management and commissioning is delivered with the maximum effectiveness and efficiency. Completion of a successful piece of work or project that involved working with external partners will be required to evidence this. Attendance at relevant training courses and / or seminars.

To progress to Grade SO2	<ul style="list-style-type: none">• Take the lead officer role in complex and/or contested cases OR• Prepare any necessary legal casework and act as the Council's expert witness for contested cases OR• To have organised and facilitated a case work for a public enquiry
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