

Job Description

Job Title: Definitive Map Officer

POSCODE: TBC

Grade: GR5-S01

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 public access records are accurate, current and legal so contributing effectively to the quality of life for the people of Cambridgeshire.

To undertake records of maintenance and respond to enquiries, including legal casework and applications for modifications and orders affecting PROW.

To assist with the enhancement of the authority's records and lead project work as directed by managers.

To provide professional and technical advice, support and capacity in relation to delivering the Council and Directorate's objectives.

Main accountabilities

| Main accountabilities | |
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| 1. | <p><u>Customer and Service Focus</u></p> <ul style="list-style-type: none"> • Deliver customer-oriented PROW and Definitive Map services to ensure legal records and registers are maintained accurately. • Ensure time-sensitive statutory work is completed in accordance with legal requirements. • Support the Highway Records and Definitive Map Lead in delivery of prioritised workstreams or projects and deputize for the lead as required. • Communicate clearly and appropriately with different audiences, including members of the public, elected representatives, and business partners. • Make recommendations to managers about service delivery and/or enhancements, monitor progression and completion of casework in alignment with statutory and published timeframes. • Proactively implement minor service improvements linked to delivery and customer experience. |
| 2. | <p><u>Service Expertise</u></p> <ul style="list-style-type: none"> • lead on aspects of service expertise, being accountable for delivery of allocated casework, and act as a witness for contested cases at tribunals. • Ensure effective management of legal procedures for applications for modifications and orders affecting PROW. • Prepare documentation for PROW and highway legal records issues, including site work. • Impart knowledge and expertise through mentoring and coaching other staff. |

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| | <ul style="list-style-type: none"> • Support managers to collaborate with commissioned services to ensure cost-effective outcomes. • Develop an understanding of legal principles, statutory frameworks and case law related to public rights of way and the Definitive Map. |
| 3. | <p><u>Partnership working</u></p> <ul style="list-style-type: none"> • Develop and promote partnership working with internal and external stakeholders to achieve service objectives, including supporting the delivery of new highway projects that affect PROW. • Represent the service to members of the public, commercial customers, elected representatives, and business partners. • Work collaboratively with Rights of Way Officers to proactively and pragmatically resolve PROW-management and maintenance issues, including supporting enforcement processes where necessary. |
| 4. | <p><u>Project work</u></p> <ul style="list-style-type: none"> • Support or lead project work directed by managers, including digitisation of records and data management improvements, to enable delivery within anticipated timeframes and budgets. • lead as required the planning, organisation and implementation of systems and processes for the delivery of effective project management within the Asset Management, Design and Delivery service and Highway Records & Definitive Mapping Team. • Supervise any services commissioned to ensure cost-effective outcomes in line with agreed specifications. • lead, where required, with the preparation and implementation of new or updated processes or systems to ensure effective operation. • Deliver Section 106 or similar improvements to the PROW network where they are linked to changes to the Definitive Map and Statement. |
| 5. | <p><u>Representation and advice</u></p> <ul style="list-style-type: none"> • Provide advice to customers, colleagues, and partners on PROW and related matters. • Represent the service at meetings with internal and external stakeholders to ensure effective communication. |
| 6. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 7. | Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030. |

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job.

| Qualifications Required | Subject | Essential/ Desirable |
|--------------------------------------------|-------------------------------------------------------------|-------------------------|
| A Levels and HNC/NVQ Level 3 or equivalent | Any | Essential |
| Degree | 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 | | |
| Highway/PROW legislation | Understanding of relevant legislation and associated regulations, particularly those relating to Public Rights of Way (PROW) and the Definitive Map (Highways Act 1980, Wildlife and Countryside Act 1981). | Essential |
| Research | Basic knowledge of historic research methods and the use of documentary evidence in determining rights of way. | Essential |
| Research | Extensive knowledge of historic research methods and the use of documentary evidence in determining rights of way. | Desirable |
| Legislation | Extensive knowledge of the TCPA 1990, CROW Act 2000, Commons Act 2006, and other related public access legislation. | Desirable |
| Legal processes | Extensive awareness of statutory processes for modifications and orders affecting PROW and how they are implemented. | Desirable |
| Local government | Extensive knowledge of government areas relating to PROW, organisations representing PROW users and they are engaged. | Desirable |
| Skills | | |
| Map Reading | Ability to read and interpret maps (paper and digital) for legal and administrative purposes and setting out legal and physical boundaries | Essential |

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| Attention to detail | Strong attention to detail and accuracy when handling legal records and mapping data. | Essential |
| Planning | Ability to plan, organise, and prioritise workload to meet statutory deadlines. | Essential |
| Analytical skills | Logical reasoning and analytical skills for interpreting complex information and resolving issues. | Essential |
| Communication Skills | Clear and professional communication skills for engaging with customers, colleagues, and stakeholders. | Essential |
| Digital Systems | Capable of using Geographic Information Systems (GIS) to manage and update records. Competence in standard IT systems (Word, Excel, email); ability to learn specialist software. | Essential |
| Teamwork | Ability to work independently and collaboratively within a team environment. | Essential |
| Writing skills | Ability to produce clear technical reports and documents. | Essential |
| Negotiation | Ability to negotiate with stakeholders | Essential |
| Mentoring | Experience mentoring and developing others | Desirable |
| Legal procedures | Experience in creating legal order plans and drafting schedules. | Desirable |
| Negotiation | Experience persuading, negotiating and influencing objectors to achieve the right outcomes for the organisation | Desirable |
| Experience | | |
| Professional experience | Experience of researching and managing historic documents and interpreting evidence to reach sound conclusions and working in a local authority or similar environment. | Essential |
| Technical experience | Experience of working in a public right of way or countryside management position, a records- | Essential |

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| | management environment, or a legal service (or related technical fields) | |
| Projects | Experience supporting projects, and working on project teams, | Essential |
| Customer engagement | Experience in customer service or responding to technical enquiries in a professional setting. | Essential |
| Service expertise | Experience of working with Public Rights of Way or highway records. | Essential |
| Digital Systems | Experience working with GIS or other mapping software. | Essential |
| | | |
| Planning | Practical experience of commenting on Planning applications and negotiating with developers | Desirable |
| Legal procedures | Experience in taking Orders to public inquiry | Desirable |
| Projects | Experience managing and delivering PROW improvement projects and acting as project sponsor. | Desirable |
| Other | | |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Flexibility | <p>Have the ability to visit offices and sites, when necessary, where public transport is limited.</p> <p>Have the ability to visit and inspect sites which may have difficult access.</p> <p>Ability to occasionally work outside of standard office hours.</p> | Essential |

Progression Criteria

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| Appointment is expected to be on Grade 5, unless candidates already meet the criteria for Grade 6 through working in a similar role previously. | |
| To progress to Grade 6 | <ul style="list-style-type: none"> • Completion of all necessary training identified by line manager. • Demonstrable knowledge and confident understanding of the principal legislation related to public rights of way. • Completion of at least 1x medium complexity DMMO investigation and report • Completion of at least 3x PPO investigation and report • Competent and independent user of the software required to efficiently perform the role. • Develop effective partnerships and work with a range of stakeholders both internally and externally. • Meets at least 50% of the desirable criteria listed in the person specification. |
| To progress to SO1 | <ul style="list-style-type: none"> • All of the above, plus: Demonstrably meeting and able to evidence meeting the majority (90%) of the desirable criteria listed in the person specification for this role. |

Disclosure level

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| What disclosure level is required for this post? | None | Standard |
| | Enhanced | Enhanced with barred list checks |

Work type

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote | Mobile |
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