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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Waste and Countryside Service |
| **Post title:** | Principal Definitive Map Officer |
| **Grade:** | L |
| **Responsible to:** | Countryside Access Manager |
| **Staff managed:** | Manages staff on a project/matrix basis (not direct line management) |
| **Date of issue:** | July 2020 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Definitive Map team is part of the Countryside Access unit, which is part of Transport, Waste and Countryside Services.    Key activities for the Countryside Access Service are to protect, maintain and develop the county’s network of public rights of way, and to administer, prepare and maintain the county’s Definitive Map and Statement.  The job role includes operational management of a small team, overseeing the preparation and maintenance of the Definitive Map and Statement. There is line management and budget responsibility. The post is largely office based in County Hall, Northallerton.  This role involves spoken communications so a confident use of English language is required. |

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| **Structure** |

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| Job Description | |
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| Job purpose | The core focus of this job is to act as lead officer for the development,  planning and delivery of the County Council’s Definitive Map service.  The post holder will ensure that the County Council complies with relevant legislation and good practice guidance in the exercise of its functions. |
| Operational management |  Support the Countryside Access Service Manager to develop a Service Plan and Team Plan, and take ownership of actions and performance indicators within those plans.   Supervise and direct the work of staff within the Definitive Map team, including development of work programmes, team working and communication.   Devolved responsibility for completion of performance appraisal for Definitive Map team staff.   Deal with any escalated Definitive Map customer issues.   Oversee the provision of specialist advice and information in response to informal and statutory enquiries as to the existence of public rights of way, and the nature of any rights.   Support the Countryside Access Manager in the review (as required from time to time) of the County Council’s Rights of Way Improvement Plan. |
| Operational Issues | * Advise the Countryside Access Manager on how to efficiently implement the County Council’s definitive map functions in line with current legislation and guidance, using innovation and best practice.    Develop and review working methods as appropriate to ensure outstanding applications to modify the Definitive Map and Statement(s)are processed promptly having regard to objective and transparent prioritisation models.   Manage service relationships with landowners, District Councils, National Parks and other internal and external stakeholders to ensure applications to modify the Definitive Map and Statement(s) are resolved efficiently and conclusively.   Lead and manage the efficient processing of Definitive Map Modification Orders and Public Path Orders to ensure compliance with statutory duties. Undertake site meetings where appropriate.   * Ensure completion of necessary legal events (e.g. omnibus Orders) in order to keep the Definitive Map and Statement current and up to date.    Prepare documentation for, and represent the County Council at public enquiries or in a court of law as necessary.   Identify opportunities to improve the service provided through improved use of technology and/or improving the quality and accessibility of data.   Advise the Countryside Access Manager, County Council officers and Members on definitive map issues. Attend committee when necessary.   Prepare the response to national and regional consultations on relevant legislation, consultations and guidance.   Promote the definitive map function of the County Council through conferences, workshops and publications as relevant and appropriate.   * Ensure the ongoing development and improvement of the Definitive Map and Statement. |
| Communications | * Support effective internal communications, both written and oral, and initiatives to develop and promote Transport, Waste and Countryside Services. * Represent the County Council, as required, at internal and external forums, meetings and working parties. * Maintain close liaison with partner agencies and promote a co- ordinated approach to action. * Communicate with agencies up to national level to provide advice, influence outcomes, promote the service and consult. |
| Partnership / corporate working | * Support the Assistant Director of Transport, Waste and Countryside Services in the implementation of the Service Plan and liaise with colleagues throughout Transport, Waste and Countryside Services.    Support staffing and working arrangements within the Countryside Service.   * Maintain close working relationship with the 2 National Park Authorities. * Work with other internal and external customers and partners. * Support the Countryside Access Manager to represent the County Council at appropriate professional organisations such as ADEPT and IPROW to ensure the County Council is aware of and influences national debate. |
| Resource management |  Monitor the Definitive Map team budget.   Seek sources of external funding to support the team’s work.   Raise county council requisitions and pay invoices relevant to the Definitive Map team budget.   * Advise the Countryside Access Services Manager on funding priorities and prepare an annual Definitive Map team budget. |
| Performance Management |  Supervise and direct the work of staff within the Definitive Map team, including development of work programmes, team working and communication.   Supervise and provide training/mentoring for volunteers, student placements, administrative and temporary staff, as required.   Manage and maintain records and statistical data for the purposes of performance management and reporting.   Prepare analytical and summary reports on Definitive Map team data. |
| Systems and information | * Develop, co-ordinate and oversee the implementation of Definitive Map team information requirements.    Ensure that the county’s Definitive Map team makes efficient and consistent use of appropriate systems.   Support the Countryside Access Service Manager in preparing and presenting reports to the Local Access Forum, Rights of Way User Group, Councillors and the public as appropriate.   * Make use of Microsoft applications and Microsoft Outlook e-mail system. |
| Strategy Development |  Contribute to the work of the Countryside Access Services Manager to prepare, monitor and review appropriate policies and procedures for the PROW service and Definitive Map Team.   Liaise with other Waste and Countryside Services staff to review and update the access policies for the Rights of Way Improvement Plan and the Local Transport Plan.   Contribute to the work of partner organisations to develop regional approach to the definitive mapping and where relevant to the County Council’s own functions.   * Contribute to the preparation of internal policy, strategies, service plans and guidance as necessary. |
| Service Specific Requirements | * Ensure positive working relationships with other organisations and partners. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Substantial working knowledge of Definitive Map and Statement legislation and Guidance. * In-depth working knowledge of public rights of way functions. * Significant working knowledge of techniques and processes requirements to manage the Definitive Map and Statement including data standards & terminology and order making processes. | * Familiarity with web-based delivery of information. * Knowledge of data management issues. |
| Experience   Significant practical experience of delivering a definitive mapping function, including the processing of orders to change the public rights of way network and amend the definitive map.   Experience of staff supervision including creation and delivery of work programmes.   Proven experience of successfully making representation at public enquiries relating to Definitive Map Orders.   Experience of working in partnership with a variety of organisations and individuals, including local government, statutory agencies, community groups and other professionals.   Experience of preparing and presenting reports relating to the Definitive Map function.   Experience of working as part of a multi-disciplinary team.   * Experience of using GIS and a relevant IT system to manipulate information. |  Experience of project management including aspects of negotiation.   Experience of presenting evidence to public enquiries, court hearings and public meetings.   Experience of providing advice and guidance to the public.   Experience of developing databases and GIS applications. |
| Occupational Skills   * Analytical Skills - Critically analyses diverse information presented in a variety of formats.   Decision Making Skills   Makes decisions which may involve difficult choices or considered risks.   * Able to make decisions based on relevant information.   ICT Skills   * Broad range of ICT skills, including word-processing, spreadsheets, databases and the use of Microsoft Office applications and Geographical Information Systems   Financial / Budget Management Skills   Co-ordinates, monitors and reviews the use of financial resources.  Health & Safety Skills   Takes responsibility for maintaining own and others’ health and safety.  Persuading, Influencing & Negotiating Skills   Confidently uses persuasion, influencing and/or negotiation techniques to influence others in difficult situations.  Problem Solving Skills   Uses creativity and innovation to generate solutions for difficult issues.   Identifies possible causes of problems and implements solutions to minimise future occurrence.  Project Working Skills   Manages the delivery of projects using appropriate project planning techniques.  Resilience   Works productively in a pressurised environment.   Acts calmly and recovers quickly from setbacks.  Written Communication Skills   Presents/records difficult information in an accessible format suitable for a varied audience.   * Customer-facing role requiring the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   Either - a degree or equivalent in access or countryside management or a related subject - Or alternatively - a good standard of general education together with significant practical experience of delivering a definitive mapping function, including the processing of orders to amend the definitive map.   Evidence of continued professional development | * Membership of a relevant professional body. |
| Other Requirements   * Ability to travel across the County * Ability to attend occasional meetings outside of normal business hours |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.