


Profile Title:	Definitive Map Officer				
Reports to:	Asset Manager				
Employee Management:	None	Grade:	7	Profile Ref:	68354
Purpose of the Post					
<p>To deliver a number of specific tasks relating to the Legal statutory duties and powers of the Council pertaining to the continuous review of the Definitive Map, providing professional expertise in this specialist field and to work as part of the team to help deliver statutory functions linked to the physical condition of the network; including annual condition surveys, inspections of reported problems; enforcement support, notices and community liaison.</p>					
Responsibilities					
<ul style="list-style-type: none"> To assist the Principal Officer with the continuous review of the Definitive Map and Statement, completing the necessary due legal processes for Definitive Map Modification Orders, Public Path Orders and Traffic Regulation Orders. To process the relevant Order applications in accordance with statute and local authority guidance when they are made to the local authority including consultation with local and statutory consultees and to include the installation and maintenance of appropriate notices for each stage of the process. Responding to applicants where applications are incomplete or insufficient and keeping them up to date of the situation pertaining to their claim. To carry out historical and documentary research in preparation for processing Definitive Map Modification Orders and clarify, develop and confirm evidential research submitted with applications and where appropriate interview appropriate parties according to relevant legislation on practice. To assist in the preparation and running of any public inquiry associated with Definitive Map Modification Orders and Public Path Orders Undertake site visits and prepare appropriate reports using the evidence (accurate site measurements, plans etc.) to enable the Borough Secretary to make the appropriate legal order. To complete and accurately record the appropriate processes required to enable certification and confirmation of the legal event orders and to update the paper and electronic maps accordingly, following Public Path and Definitive Map Modification Orders To provide appropriate and accurate information to the Principal Officer on outstanding fees, and billing information relating to services provided by the team Contribute to project proposals, analysing information, allocating resources, obtaining relevant approvals. To assist in the management of temporary or emergency closure/public path orders on public rights of way across the borough, including applying for extensions, preparing and posting notices for installation and keeping records of each check. Assist in the preparation and delivery of reports, and provision appropriate monitoring information for service delivery and other targets within your areas of responsibility for senior officers and ward members. To carry out the necessary site inspections for works or surveying purposes in accordance with access powers and duties. 					

<ul style="list-style-type: none"> To ensure the Health and Safety of all persons within own area of responsibility. Undertake any other duties commensurate with the role as requested by management. 		
Education and Training	Measure	Rank
<ul style="list-style-type: none"> Level 3 qualification in a relevant area. Level 6 qualification in a relevant area 	A/C	E
	A/C	D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of investigating and processing applications for amendments to the Definitive Map or similar. 	A/I	E
<ul style="list-style-type: none"> Experience of carrying out research for documentary evidence in local archives or similar 	A/I	E
<ul style="list-style-type: none"> Recent experience working and discussing matters with members of the public, ward councillors and statutory consultees. 	A/I	E
<ul style="list-style-type: none"> Experience of undertaking on-site work and working in an office environment 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge, experience and understanding of legal processes and legislation to change the Definitive Map 	A/I	E
<ul style="list-style-type: none"> Interpretation experience of maps, photographs, documentary and other recorded evidence 	A/I	E
<ul style="list-style-type: none"> Specialist knowledge relating to the Definitive Map Legal processes 	A/I	E
<ul style="list-style-type: none"> Knowledge and experience of other issues relevant to the specialist area. 	A/I	D
<ul style="list-style-type: none"> Experience of preparing for and helping to run public inquiries 	A/I	D
<ul style="list-style-type: none"> Basic knowledge in giving and acceptance of user evidence/ witness statements 	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including customers and contractors. 	A/I	E
<ul style="list-style-type: none"> Excellent organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. 	A/I	E
<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to influence people. 	A/I	E
<ul style="list-style-type: none"> Able to organise and prioritise a challenging workload, working accurately to deadlines and carrying out tasks in a methodical manner. 	A/I	E
<ul style="list-style-type: none"> Experience and ability to produce quality documentation including reports for information briefings and decision making. 	A/I	E
<ul style="list-style-type: none"> Experience in using cameras and other digital recording equipment to accurately record evidence 	A/I	E
<ul style="list-style-type: none"> The ability to map read including grid references and navigation skills 	A/I	E
<ul style="list-style-type: none"> Good working knowledge of Microsoft and GIS applications 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection 	A/I	E

with the post.		
• Work in accordance with the council's vision, priorities, values and behaviours.	I	E
• Able to undertake any travel in connection with the post.	A/I	E
• This role is defined as a safety critical role within the Drug & Alcohol Testing Procedure. You must therefore be willing to comply in accordance with this procedure.	A/I	E