

## A Day in the Life.....

### Assistant Definitive Map Officer (Public Rights of Way)

Public Rights of Way (PROW) is part of the Council's Greenspace Operational Services and has the responsibility for all the footpaths, bridleways and byways in Kirklees. Part of the PROW team's work includes:

- Maintaining the legal record of Public Rights of Way, the Definitive Map.
- Processing of changes to the Definitive Map for any diversions, additions, upgrades or other changes.
- Providing advice on rights of way matters to others, including questions on enforcement, path alignment and land ownership.
- Maintaining statutory registers and specialist databases and mapping systems.
- Providing advice and undertaking consultations on planning applications which affect rights of way.
- Carrying out investigations into land use and ownership, and analysing evidence including evidence of use of paths, and historical maps and documents.

You will interact with a wide range of people in the course of your role, including the general public, external organisations and councillors. You will also have dealings with other parts of the Council including Highways, Planning and Parks.

Excellent interpersonal and customer care skills are essential, as is the ability to maintain and update databases, spreadsheets and have a good general IT knowledge. You will work closely with colleagues in the Greenspace Action Team and other members of the wider team advising on rights of way questions, land ownership and highways registry and assist with general enquiries

The role requires somebody who is self-motivated, flexible, and pro-active and who is able to juggle different areas of work. In addition, you will need to be able to demonstrate a strong attention to detail and to be able to work in a thorough and consistent manner. An analytical mind and an ability to produce clear reports is essential.

Typical daily tasks include:

- Manage and prioritise a caseload of Definitive Map Modification Order (DMMO) applications – (e.g. to add previously unrecorded public rights of way or change the recorded status) and assist with investigation of more complex DMMO cases.
- Analyse and investigate evidence of use and historical documentary evidence.
- Meet customers, explain the DMMO legal process and prepare application packs.
- Summarise evidence discovered and prepare draft committee reports
- Process public path order applications (e.g. diversions or extinguishments) from initial applications to producing draft committee reports.
- Update and maintain various statutory registers e.g. those held under section 31(6) Highways Act 1980 and section 53B Wildlife and Countryside Act 1981.
- Handle general public rights of way enquiries / requests and maintain records.