

# Assistant Definitive Map Officer – Grade 8

## Job purpose

The Assistant Definitive Map Officer (ADMO) supports the Public Rights of Way (PRoW) team in maintaining the accuracy of the Definitive Map of Rights of Way in Kirklees. Reporting to the Definitive Map Officer, you will have responsibility for managing a caseload of Definitive Map Modification Orders and Public Path Orders and coordinating and responding to requests. You will carry out investigations into historical land use and ownership and analyse evidence. You will advise and support internal teams such as Planning on how planning applications will affect and be affected by Public Rights of Way. You will maintain the Definitive Map and make modifications or amendments to the Definitive Map, as well as specialist databases and mapping systems.

The complexities and unique situations encountered in Public Rights of Way mean you will need to apply excellent understanding of legislation such as Definitive Map and Statement, Countryside and Rights Of Way Act (CROW), Highways Act, Town and Country Planning Acts alongside technical knowledge and experience to assess a range of issues and scenarios to offer specialist advice and be confident in changes made. The implications of these changes can be significant for the Council, landowners and the user public in terms of legal challenges and the public's ability to access open spaces.

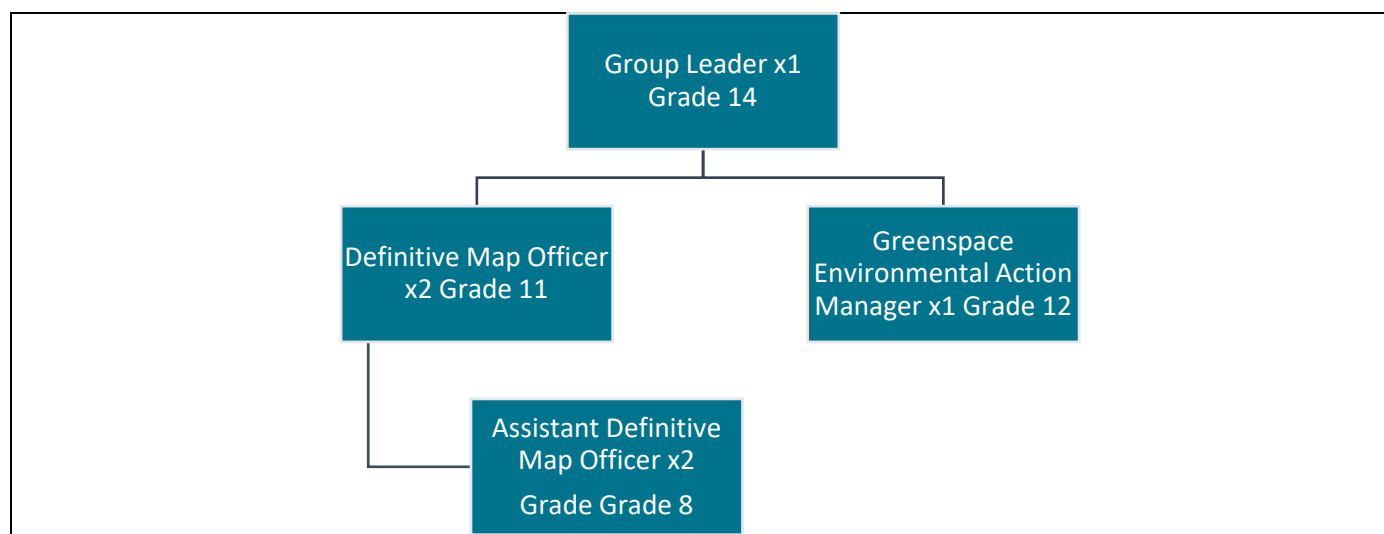
This role is based within Operational Services – Economy and Infrastructure. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Assist the development and the compilation of a consolidated Definitive Map and Statement for Kirklees and in formulating and implementing an adopted statement of priorities for the continuous review of the Definitive Map. Liaise with other departments, Parish and District Councils, user groups, landowners and outside agencies and interested parties with regards to The Definitive Map and Statement.
- Provide responses to and manage a caseload of enquiries relating to the Definitive Map. Assist in the provision of an advisory service and the processing of applications for Definitive Map Modification Orders made by third parties, gathering and evaluating evidence, both user and documentary.
- Maintain the computer database with regards to Public Rights of Way map information and other databases relevant to PRoW records and information.
- Research and interpret complex historical documents and information including Ordnance Survey records, Deeds, Enclosure and Tithe Awards, Railway Acts and Council Records to ascertain their relevance to Rights of Way status.
- Assist in the compilation of information on confirmed legal changes, anomalies, errors, and omissions affecting public rights of way and arrange the making of “legal events” Modification Orders.

- Prepare maps and schedules for Modification Orders and the associated posting of notices. Prepare information for Modification Orders to the Definitive Map. Assist with the preparation of the Council's response to closure and diversion proposals. Consult with landowners / occupiers concerning Modification Orders.
- Assist in the investigation of claims of the existence of Rights of Way not shown on the Definitive Map, collect and assess evidence and recommend a course of action. Carry out site survey, inspections, and work assessments, recording diagrammatically and photographically as necessary.
- Process applications received under Section 31 (6) of the Highways Act 1980 and maintain records. Advise applicants on procedures and requirements associated with the register.
- Draft technical reports for Planning and Highways Committee on PRow matters and draft Legal Orders.
- Assist in the preparation of documentation for public inquiries, and subsequent attendance where necessary.
- Assist in identifying and securing funding from external sources including Parish Councils, Countryside Agency, Forestry Commission, local businesses, Landfill Tax, and other bodies.
- Liaise with Planning and Development Control officers regarding planning applications affecting PRow and non-definitive paths, as necessary. Assist in consulting with user groups, elected Members, utilities, etc regarding planning proposals affecting PRow and non-definitive paths, as necessary.
- Assist in negotiating with developers to secure improvements to the PRow network through legal agreements, as necessary.
- To enable developments to go ahead, prepare Town and Country Planning Act 1990 Public Path Orders. Process Public Path Order applications under the Highways Act 1980 including negotiation with landowners, public consultation, and preparation of schedules, plans and Committee reports.
- Maintain registers relating to CROW Act.
- Training and oversight of temporary and seconded staff, as necessary.
- Work collaboratively with colleagues and contribute to team development and improvements.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Demonstrable experience in the interpretation of maps and plans of various scales and other related documents.	Essential
Demonstrable experience in information retrieval and research.	Essential
Degree or Diploma in any relevant associated discipline or the ability to work to that standard.	Essential
A knowledge of rights of way legislation, in particular the Wildlife and Countryside Act 1981, Highways Act 1980 and the Countryside and Rights of Way Act 2000.	Essential
Understanding of Customer Care issues and their impact on the role of the post.	Essential
Experience in dealing with planning issues.	Essential
Basic awareness of Health and Safety practices.	Essential
Good written and verbal communication skills to produce specialist reports and present complex information to a range of audiences.	Essential
Ability to liaise with people and organisations, both internal and external.	Essential
Good computer literacy skills to produce accurate plans and record, update and extract information and data.	Essential
Ability to work individually and as part of a team to achieve outcomes.	Essential
Good organisational skills to plan and prioritise a workload	Essential
Prepare to work beyond normal office hours as circumstances may require.	Essential
Willingness to work outdoors in all weathers including walking over rough and isolated terrain.	Essential
Accepts medical screening appropriate to occupational risk will be required.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category		Grading ID	16615
Job ID		Last Updated	
Job Focus		Career Progression	

## Contractual Variants

DBS Category		DBS Type	
Health Check	Y	Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			