

# Definitive Map Officer – Grade 11

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

The Definitive Map Officer ensures the protection and assertion of Public Rights of Way (PROW), with responsibility for the preparation and continuous review of the Definitive Map for Kirklees. Working as part of a small team, you will oversee activities for PROW, processing applications and investigating claims, to reach decisions to reject or support modifications or advise on proposals. You will ensure the Map, registers and associated records are produced or updated and appropriate consultation takes place, in line with expectations. Your understanding of legislation will be vital for providing advice as your interpretation and conclusions affect decisions taken by Council services, or other statutory bodies, and can sometimes be contentious.

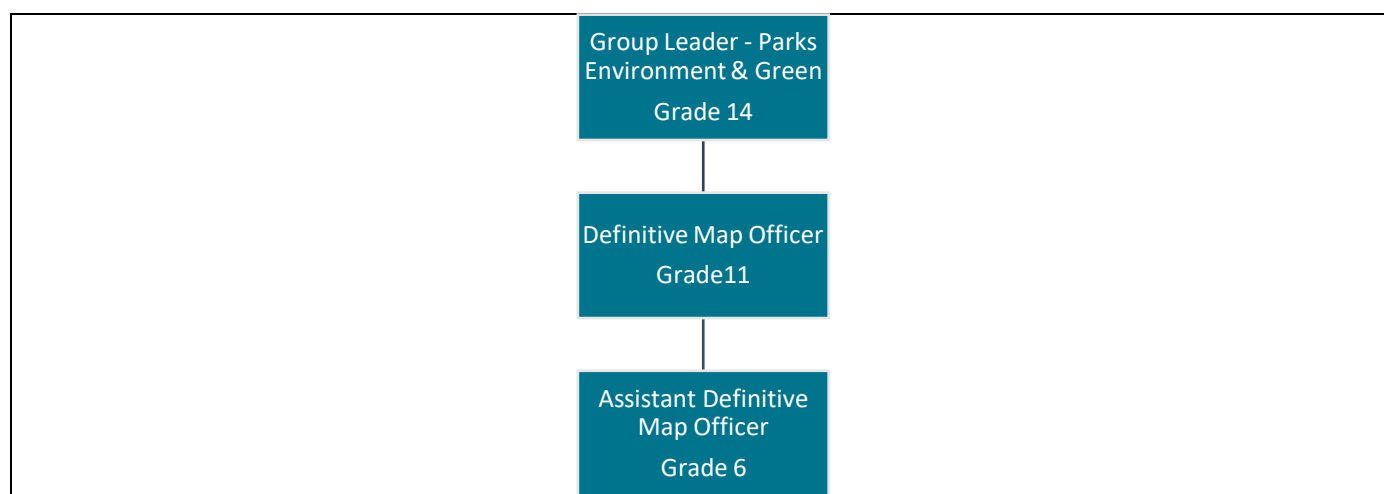
This role is based within [Environment and Climate Change](#) Find out more about [working for Kirklees](#).

## Key areas of responsibility

- You will be part of small team responsible for ongoing development and compilation of a consolidated Definitive Map and Statement for “Kirklees”. You will formulate, prioritize, and implement continuous review to ensure the Definitive Map is maintained and up to date.
- You will use detailed knowledge of current legislation, and practices to respond to enquiries, advise the public, our services, Councilors, the Police, and other statutory bodies. You will also provide advice to applicants on procedures and associated requirements.
- You will undertake and oversee activity to research and interpret complex historic documents and information to investigate claims of the existence of rights of way. You will carry out site inspections and speak to relevant parties to understand issues.
- Activities will also include processing applications received under Section 31 (6) of the Highways Act 1980 and preparing reports for Planning and Highways Committee.
- You need to ensure databases and registers are maintained, and ensure maps and schedules are prepared. You must ensure consultation takes place with stakeholders as well as landowners or occupiers on modification orders and that required notices are posted.
- Occasionally you will attend Magistrates’ Court, to represent the Council on PROW issues; assist in the preparation of documentation for public inquiries and attend if necessary.
- Support improvements to the PROW, including seeking funding, encouraging initiatives with volunteers or other stakeholders, or pursuing legal agreements
- Respond to enquires of the Definitive Map. Undertake research, assessment and interpretation of formal documents and legislation, consult with relevant parties, and undertake site assessments to provide advice and formulate appropriate responses.
- Process applications and advise applicants on procedures.

- Work collaboratively with colleagues and service managers across the Council to support planning process and investigate issues.
- Ensure timely and accurate records are maintained by you and your team of databases and registers for Definitive map work, the Crow Act or other legislation. Support the review and development of systems.
- Produce reports, documents for legal cases, prepare maps, produce schedules, and ensure notices are posted.
- Ensure you and your team comply with legal requirements and requirements for consultation.
- Attend meetings to clearly explain technical details or defend responses in a formal setting. These may include planning appeals, committee meetings, Magistrates court and occasionally public enquiries.
- Undertake staff performance management processes.
- Work with partners to develop sustainable solutions for the improvement of the PROW, including assisting to secure funding.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Demonstrable experience in Public Rights of Way and Definitive Map work.	Essential
Degree or Diploma in any relevant associated discipline or the ability to work to that standard	Essential
Detailed up to date knowledge of rights of way legislation, the Wildlife and Countryside Act 1981 and Highways Act 1980	Essential
Demonstrable experience in information retrieval and research	Essential
Experience in dealing with planning issues	Essential
Excellent written and verbal communication skills to produce technical reports and relay complex technical information to a variety of audiences.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Ability to work outdoors in all weathers including walking over rough and isolated terrain to investigate Public Rights of Way matters.	Essential
Experience of producing maps and diagrammatical recording.	Essential
Ability to liaise with people and organisations, both internal and external.	Essential
Ability to supervise staff and undertake performance management arrangements.	Essential
Understands Health and Safety as it relates to the role and the measures which need to be put in place to do the job safely.	Essential
Prepared to work flexibly and undertake work patterns which include evening and weekend work outside normal office hours.	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 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).  
Able to work unsocial hours

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	Parks & Greenspaces	Grading ID	16790
Job ID	80100443	Last Updated	September 2020
Job Focus	No	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	Yes
Night Working	No	Alternating Pattern	Yes
Standby	No	Other	No
Checked by HR	Lee Veevers-Fearnley		