

Northumberland County Council
JOB DESCRIPTION

Post Title:	Definitive Map and Search Technical Officer	Director/Service/Sector Local Services		Office Use
Band:	6	Workplace: Infrastructure Management		JE ref: 3024 HRMS ref:
Responsible to:	Definitive Map and Search Officer	Date: November 2019	Manager Level:	
Job Purpose:	To provide the Infrastructure Records and Access and Recreation Teams with high quality digital information and to assist with the continuous review and updating of the Definitive Map of public rights of way. To continually review and update highway data set information for production of highway search responses. To provide consultation responses to the Local Planning Authority on planning applications that may affect public rights of way and process temporary and emergency traffic regulation orders. To contribute to the provision of a high quality service from the Technical Highways and Transport Service.			
Resources	Staff	Manage the Search Assistant and apprentice		
	Finance	Responsible for payments relating to highway search requests, quotes for the production of data and for raising orders & processing invoices for values of up to £1k		
	Physical	Shared responsibility for corporate data resources including the Definitive Map & Statement of Public Rights of Way, Network Management Information System & Access Land & GIS Mapping Systems		
	Clients	Continual involvement with members of the public, staff, solicitors and search companies, AONB Partnership's, Parish Council's/Community Groups the Local Access Forum and Local Members. Commenting upon and helping to resolve contentious client contact.		
Duties and key result areas: <ul style="list-style-type: none">• To support Definitive Map and Search and Area Rights of Way Officers in continually reviewing and updating the Definitive Map of Public Rights of Way and NMIS and in particular<ul style="list-style-type: none">• periodically compiling information on confirmed legal changes affecting highways and public rights of way and arranging the making of 'Legal Events' modification orders• preparing the schedules and maps for emergency and temporary diversion orders and liaising with the Legal and Administrative Section• to prepare maps and plans for diversion and modification orders and highway searches• to prepare 'consolidated' definitive maps for the whole county following the confirmation of Modification Orders, and thereafter to keep the computer records up to date• to support the development, maintenance and improvement of the digital Definitive Map and NMIS• To undertake and manage responses to statutory consultation requests from the Local Planning Authority for comments on the impact of planning application proposals upon rights of way and access land• To process applications for Emergency and Temporary Traffic Regulation Orders, including the drafting of those Orders, liaising with colleagues in Legal & Democratic Services over the advertising of the Orders then processing the subsequent invoicing for payment• Responsible for day to day planning and supervision of the highway search inbox and delegation of work to the Search Assistant and apprentice and ensure that all relevant information is available in suitable formats adequate for professional and public use e.g. statutory records, public registers, datasets for web pages etc• Responsible for search assistant appraisal• Responsible for responses to statutory requirement land search requests for all highways CON29 information and similar enquiries, issuing responses within the performance indicator response deadline; managing the register of requests and performance data; managing invoicing and payments; liaison with internal departments, Police Authority, Licensing Authority and conveyance firms.				

- Working with team members to extend the digitisation of the List of Streets using historical maps and documents
- To support Definitive Map and Search Officers who are presenting evidence at public inquiries or the Magistrates' Court on behalf of the Highway Authority
- To support group service staff in using the GIS and mapping systems
- To be responsible for the design and preparation of information notices for statutory orders affecting public rights of way
- To interpret and present survey and statistical information in graphic and diagrammatic form
- To assist in the commissioning of work from in-house and outside design services and to liaise with these services to ensure work is produced to stated specification
- To design and prepare maps, plans and other material for recreation and access publications using computer graphics technology
- To advise on the presentational standards of materials produced by the Countryside Support and Access and Recreation Teams
- To occasionally undertake site visits around the County for rights of way inspections and local searches
- To carry out such duties of a similar nature which are consistent with the duties and grade of the post as may be directed

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Predominantly sitting with frequent need to walk and bend and occasional requirement to lift moderate weights.
Transport requirements:	Travel to work sites throughout the County on occasion.
Working patterns:	Normal office hours but flexi-hours apply.
Working conditions:	Occasional contact with irate members of the public. Lengthy periods of concentration. Occasional exposure to outdoor working in remote areas.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Definitive Map and Search Technical Officer		Director/Service/Sector: Local Services	Ref: 286
Essential		Desirable	Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> General education with evidence of competency in Literacy and Numeracy. NVQ Level 4 or equivalent in a Technical Qualification. An appreciation of the procedural and practical issues relating to the Definitive Map and Statement and public rights of way legislation. Understands the relationship between costs, quality, customer care and performance. Full Driving Licence. 		<ul style="list-style-type: none"> Understands the diverse functions of a large complex organisation 	
Experience			
<ul style="list-style-type: none"> Extensive experience in using and applying GIS and mapping systems & imparting IT knowledge to other team members. Experience in word processing, spreadsheets and database systems. An appreciation for providing effective customer centred services. Experience in a technical support role, in a relevant context and service. Experience of potential impact of development proposals on public rights of way and mitigation proposals. 		<ul style="list-style-type: none"> Knowledge of rights of way – historical background and legislation General Knowledge of Highway Legislation 	
Skills and competencies			
<ul style="list-style-type: none"> Effective IT skills and ability to understand the use of ITC to achieve work objectives. Excellent draughting and cartographic skills to a high degree of accuracy. Methodical and able to keep accurate written records. Ability to deal with correspondence, telephone and personal enquiries some of which are from annoyed and upset members of the public. Ability to work methodically and systematically. Able to adopt a collaborative approach to work. Ability to work without close supervision 		<ul style="list-style-type: none"> Ability to work to deadlines Some experience of managing staff 	
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness, with medium periods of enhanced concentration. Needs to provide mapping information to tight deadlines to meet statutory requirements for notices and advertising Mapping information has to be to a high level of accuracy as it may be used as evidence as part of public inquiries and appeals. 			

<ul style="list-style-type: none"> • Working to tight deadlines to provide responses to planning applications. • Some contact with the public in providing information and advice. Some contact is contentious and/or difficult and requires a sensitive approach. 		
Motivation		
<ul style="list-style-type: none"> • Dependable and reliable. • Displays and encourages high standards of honesty, integrity, openness and respect for others. • Helps managers to create a positive work culture, in which diverse, individual contributions and perspectives are valued. • Proactive and achievement orientated • Able to work with only general direct supervision. 	<ul style="list-style-type: none"> • An appreciation of a corporate orientation and what is involved in tackling issues from a corporate perspective. 	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits