

# Job Title: Rights of Way and Definitive Map Technical Officer

## Grade: 5

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Based in the Families and Communities Directorate, Environment & Countryside is responsible for the management and development of Staffordshire County Council's country parks and green spaces, 4500km of statutory public rights of way and the associated definitive map, the provision of high-quality environmental advice across SCC functions and externally, the conservation of Staffordshire's natural and historic environment, rural development and the management of environmental data and spatial information. The service hosts

the Cannock Chase AONB Partnership and is involved with other strategic environmental partnerships across the county.

## **Reporting Relationships**

**Responsible to: Definitive Map & Spatial Information Manager**

### **Key Accountabilities:**

- 1.** Under the direction of the Definitive Map & Spatial Information Manager and the Rights of Way Manager, support the administration of the Rights of Way and Definitive Map functions, including:
  - Processing application notices and maps for emergency, temporary and permanent changes to the rights of way network.
  - Liaising with external contractors/other teams regarding publication and advertising or orders.
  - Assist in the collation of background information to inform responses to planning applications.
- 2.** Support the administration of the Definitive Map and Statement and associated registers and databases.
- 3.** Evaluate issues and queries related to the rights of way network and allocate appropriately.
- 4.** Gather information to inform decision-making processes.
- 5.** With the support of the Definitive Map & Spatial Information Manager:
  - Use GIS to produce simple maps and charts.
  - Help to ensure established standards for the quality of spatial data and metadata are maintained. Follow guidance to ensure that such standards are improved through the application of data management protocols.
- 6.** Update the Definitive Map and Rights of Way web pages.
- 7.** Any other duties commensurate with the general nature and grading of this role.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.












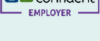
The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 3 qualification in an appropriate subject or equivalent demonstrable experience in this field</li> </ul>	A/I
   	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Knowledge of using IT systems and experience of data input and management (essential)</li> <li>Experience of using GIS systems (desirable)</li> <li>Awareness of rights of way legislation, policy and practice in England (essential)</li> <li>Experience in creating, using, understanding and interpreting maps (desirable)</li> <li>Experience of collecting, analysing and presenting data in various formats (essential)</li> <li>Experience of working as part of a team and independently (essential)</li> </ul>	A/I  A/I A/I A/I  A/I  A/I
      	<b>Skills</b> <ul style="list-style-type: none"> <li>Good communication skills, competent in word processing, spreadsheets and databases (essential)</li> <li>Ability to understand and interpret maps and data (essential)</li> <li>Ability to maintain accurate records and have a methodical approach to work (essential)</li> <li>Good written and oral communication skills with an ability to present information to a wide variety of audiences in a clear and concise way (essential)</li> <li>Organised and flexible approach and ability to manage multiple tasks (essential)</li> <li>Excellent team working skills (essential)</li> </ul>	A/I A/I/T  A/I  A/I/T  A/I  A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**