

Job Description

Directorate:	Highways and Transport		
Service:	Highways Network Management, Public Rights of Way		
Location:	County Hall		
Salary range:	£36,363 to £40,777	Grade:	8
Reports to:	Public Rights of Way Manager	Staff responsible for:	0

Job purpose and scope

The role is to carry out Lancashire County Council's statutory duties and powers with respect to the Definitive Map and Statement of Public Rights of Way in Lancashire within a small team of public rights of way officers.

Also to manage the Public Rights of Way GIS mapping to record changes to the Definitive Map and Statement, diversions, temporary closures, etc.

Performance Indicators

- **Number of reports taken to Regulatory Committee**
- **Number of definitive map modification order applications concluded**
- **Number of GIS changes made**
- **Records kept up-to-date**
- **Processes fully recorded**

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

Duties include:

- investigate and resolve applications for definitive map modification orders from external customers or requests from inside the Council
- follow and document the procedures prescribed by the relevant legislation, policy and working practice documents
- communicate effectively with landowners, neighbours, users, local politicians
- present reports at Regulatory Committee (County Councillors) and give evidence at public inquiries or court where necessary
- take a lead in maintaining the Public Rights of Way GIS datasets
- research and record details of particular public rights of way to assist other members of the team, in particular widths and limitations
- develop innovative ways to improve the service in conjunction with the Public Rights of Way Manager and other colleagues
- ensure all work is recorded in accordance with the team's practices and that the Public Rights of Way Manager or other relevant colleagues are kept informed of progress as requested

The outcomes of these cases will be:

- be correct within the framework of public rights of way law
- protect Lancashire County Council against present and future liability
- minimise risk to the public
- provide maximum benefit to users of the public rights of way network
- be in accord with policy and documented working practice

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

Degree or equivalent or significant experience of Public Rights of Way work

Experience

- GIS
- Interpretation of historical maps and documents
- Following statutory procedures*
- Public rights of way*

Essential knowledge, skills & abilities

- be computer literate (MS Office, GIS)
- have a high level of knowledge of public rights of way law and practice
- have a high level of expertise in map-reading and navigation in difficult terrain
- have a proven record of success in delivering basic projects
- be able to work independently to prioritise her/his own work, analyse the situation and decide/implement solutions
- be able to work as a member of a team and individually with minimal supervision
- be able to work in challenging conditions with respect to site access, weather, objections and legal technicalities
- have excellent communication, networking, negotiating and customer service skills in relation to members of the public, landowners, elected representatives, senior officers, other colleagues and partner organisations
- have the ability to work under pressure
- have a commitment to customer service including providing appropriate information and being able to explain counter-intuitive systems in a readily understood way
- demonstrate a commitment to the protection and improvement of public access to minor highways
- demonstrate a commitment to enabling greater access for members of the public with protected characteristics
- knowledge of related areas of public rights of way work such as maintenance, enforcement, closures, public path orders *
- understand and champion the benefits of increased use of the public rights of way network*
- understand and champion the greater equality of opportunity to use the public rights of way network*
- is a member of IPROW*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.