

Assistant Definitive Map Officer – Grade 6

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 Assistant Definitive Map Officer role is to assist in the protection and assertion of Public Rights of Way, PROW, within Kirklees, having particular responsibility for the preparation and continuous review of the Definitive Map and Statement.

This role is based within [Economy and Infrastructure](#).

Find out more about [working for Kirklees](#).

The Job

- You will be part of a small team with the responsibility for the protection and assertion of Public Rights of Way within Kirklees, having particular responsibility for the preparation and continuous review of the Definitive Map and Statement.
- You will provide responses to enquires made about the Definitive Map. Assist in processing applications for definitive map modification orders.
- You will assist in the development and maintenance of the computer database with regards to PROW.
- You will assist in researching and interpreting historic documents.
- You will assist in the preparation of maps and schedules for modification orders and associated posting of notices.
- You will assist in the investigation of claims of the existence of rights of ways not shown on the Definitive Map.
- You will assist in the preparation of documentation for Public inquiries.
- You will liaise with Planning and Development Officers regarding planning applications.

Job Checklist

- 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.
- Assist the development and the compilation of a consolidated Definitive Map and Statement. Also provide responses to enquires made of the Definitive Map.
- Assist in the development and maintenance of the computer data base with regards to PROW.
- Assist in researching and interpreting complex historic documents and information including Ordnance Survey records, Deeds, Council records etc to ascertain the relevance to rights of way status.
- Assist in the processing of applications.
- Undertake other duties in support of the definitive map management and similar mapping functionality.
- Assist in the management of data and databases that support the council's statutory functions as regards the Definitive map and associated activities.
- Work collaboratively with Planning and other services across the Council.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be passionate about PROW's and assist in ensuring that the Definitive Map is maintained and up to date.

You will have some technical expertise and an understanding of legal processes in PROW

You will be able to communicate to a variety of audiences in an understandable way.

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

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

Person Checklist

- Demonstrable experience in Public Rights of Way and Definitive Map work.
- Experience in information retrieval and research with an exceptional focus on detail.
- Degree or Diploma in any relevant associated discipline or the ability to work to that standard.
- A knowledge of PROW legislation and how it applies to the council's statutory duties.
- Experience of planning issues as they interact with PROW.
- Good written and verbal communication skills.
- Ability to use IT systems – ideally GIS and database systems.
- Demonstrates excellent customer service skill.
- Understands Health and Safety requirements as it relates to the role and the measures which need to be put in place to do the job safely.
- Prepared to work flexibly and undertake work patterns which include evening and weekend work outside normal office hours.
- Ability to work outside in all weathers including walking over rough and isolated terrain to investigate Public Rights of Way matters.

This Role 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 Recruitment Purposes: *In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.*