

Title Rights of Way Officer (Public Path Orders) Grade 5	Department Place	Post Ref.
Job Purpose To take a key role in the processing of Public Path Orders. Provide technical support to the client Countryside Access Team.		
Key Responsibilities <ol style="list-style-type: none"> 1. Processing requests for the diversion and extinguishment of public rights of way, including the carrying out of site visits, the resolution of objections, liaison with landowners and other interested parties and the production of Public Path Orders (inc. Town and Country Planning Orders) and associated documents. 2. To prepare reports and statements of case, and present research findings at local public inquiries, other public forums and County Council meetings. 3. Process Creation Orders and Agreements where appropriate. 4. Process Permissive Path Agreements where appropriate. 5. Investigating map anomalies, and processing any legal Orders which may be required to correct the Definitive Map and Statement. 6. To assist with and conduct land searches. 7. Carrying out research at the County Archives and elsewhere in connection with Definitive Map Modification Orders, Public Path Orders and any other matters as required. 	Key Accountabilities <ol style="list-style-type: none"> 1. To be responsible for the processing of Public Path Orders and Permissive Path Agreements in line with statutory and policy requirements. 2. This post is a frontline service providing a point of contact with the general public, landowners and elected members. 3. To work on a programme to correct anomalies on the Definitive Map and Statement. 4. Delivering technical support to the Client Countryside Access Team. 5. Alert the Countryside Access Team Manager of any matters that could affect the performance of the Team and Group 	

<p>8. Prepare legal Orders, notices and plans.</p> <p>9. To respond to enquiries from the public, and others concerning rights of way issues in general, and the Definitive Map and Statement in particular.</p> <p>10. To maintain accurate records, files and statistics relating to the Definitive Map and Statement in particular, and other rights of way matters in general, including the charging of fees for the processing of Public Path Orders as necessary.</p> <p>11. Provide preparatory and technical support for the client Definitive Map Officers and assist with the making of Definitive Map Modification Orders (DMMOs).</p> <p>12. To be familiar with and able to operate the IT systems used within the group insofar as this is necessary for the efficient carrying out of the range of duties allocated to the post.</p> <p>13. Keep abreast of current legislation, continually reviewing new legislation, case law and statutory guidance.</p> <p>14. Attend occasional meetings of parish councils and other organisations some of which may involve evening / weekend working,</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Attendance at a formal training course on rights of way and countryside related issues.
2. Good standard of education in both English and Maths, to a minimum standard of GCSE.
3. A formal qualification to NVQ level 5 or degree level in a countryside related subject.

Experience

8. Minimum of two years experience working in a countryside access / rights of way position which involved the Definitive Map and Statement.
9. Experience of working with CAMS and MapInfo or equivalent database and GIS system.
10. Experience of collaborative working with both internal & external organisations.
11. Experience of working with maps, plans and legal documents.
12. Good working knowledge of current rights of way legislation.
13. Must be able to maintain computerised records and write clear and concise reports.
14. Understanding of and commitment to Equal Opportunities.

Personal skills and general competencies

4. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
5. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
6. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
7. Ability to meet agreed objectives and delivery targets by the effective use of resources.

15. Must have a current Driving Licence.	
16. Ability to undertake regular site visits in a lone working situation which may involve difficult or uneven terrain.	
<i>Role Dimensions</i> 17. To process Public Path Orders, TCPA (Path) Orders and Permissive Path Agreements. 18. Provide support to the Definitive Map Team and assist with the processing of Definitive Map Modification Orders. 19. Provide a comprehensive technical support service, ensuring the needs of the business are being met on a day to day basis. <i>Please attach a structure chart</i>	

Date