

Title Rights of Way Searches Officer	Department	Post Ref.
Job Purpose To process rights of way, commons and town and village green searches. Provide technical support to the client Countryside Access Team		
Key Responsibilities <ol style="list-style-type: none"> 1. Carry out land searches (rights of way, common land and town and village greens) on behalf of district councils, private search companies, solicitors and members of the public . 2. Liaise with District Councils, solicitors, search companies, the County Council's Highways service provider and other parts of the County Council on clarification issues arising from land searches. 3. Develop, monitor and manage administrative records. 4. Manage and administer the income generation from searches. 5. Produce and analyse statistics and reports. 6. Digitise rights of way, commons and TVG records. 7. Assist with the management of the Authority's statutory online registers for DMMOs and statutory declarations. 8. Carry out survey work for the Countryside Access team. 9. Provide preparatory and technical support for the Definitive Map Team and provide assistance at public inquires. 	Key Accountabilities <ol style="list-style-type: none"> 1. Conduct land searches for the Countryside Access Team. 2. Effective management of income generated through Row, commons and TVG searches. 3. Undertake the digitisation of rights of way, commons and TVG records. 4. Delivering technical support to the Client Countryside Access and Definitive Map Team. 	

<p>10. Assist with the preparation of legal order notices and notice posting.</p> <p>11. 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>12. Provide general technical support to the client Countryside Access Team.</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Good standard of education in both English and Maths, to a minimum standard of GCSE 2. knowledge of carrying out highways and rights of way searches and associated processes 3. Knowledge of highways and rights of way legislation 4. Effective analytical skills 5. Knowledge of local government procedures 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
<p>Experience</p> <ol style="list-style-type: none"> 11. Experience and knowledge of carrying out land searches. 12. Experience of a wide range of rights of way and highways functions. 	<ol style="list-style-type: none"> 9. Ability to meet agreed objectives and delivery targets by the effective use of resources. 10. Ability to handle confidential and sensitive information

<p>13. Experience of working with MapInfo and CAMs or equivalent GIS and data systems.</p> <p>14. Must be able to maintain computerised records and write clear and concise reports.</p> <p>15. Understanding of and commitment to Equal Opportunities.</p> <p>16. Must have a current Driving Licence.</p> <p>17. Ability to undertake regular site visits in a lone working situation which may involve difficult or uneven terrain.</p>	
<p><i>Role Dimensions</i></p> <p>.</p> <p>18. To support the client Countryside Access Team in the delivery of rights of way and commons and TVG functions.</p> <p>19. Provide a comprehensive technical support service, ensuring the needs of the business are being met on a day to day basis.</p> <p>20. No staff are directly responsible to this post.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date