

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Public Rights of Way Officer
<u>PAY BAND :</u>	Band 10
<u>JOB EVALUATION NO.</u>	C2104
<u>REPORTING RELATIONSHIP</u>	Highway Asset Manager
<u>JOB PURPOSE :</u>	Provision of a professional Public Rights of Way Service
<u>POST NO.</u>	POS000798
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Delivery of all aspects of the rights of way function.
2. Keep the management team informed of any changes in legislation affecting the administration of the Rights of Way Service.
3. Draft reports and documents relating to national, regional and local policy towards countryside access.
4. Review and update the Council's Rights of Way Improvement Plan as directed by the Principal Engineer Highways Asset Management.
5. Undertake path inspections and surveys as required by procedures, analyse results, prepare reports and maintain relevant records. To include a visual inspection of footpath structures, reporting any defects to the Highway Structures Manager.
6. Ensure the delivery of the annual rights of way maintenance programme.
7. Ensure the definitive maps and descriptive statements, and statutory registers are kept up to date and made available to the public.
8. Process applications for Path Orders and Definitive Map Modifications as required by procedures.
9. Produce evidence and represent the Council as an expert witness at Path Order Public Inquiries.

10. Undertake Con 29 land searches for Public Rights of Way.
11. Maintenance of the GIS system for public rights of way data, including the plotting of changes to rights of ways within the system.
12. Procurement and management of contracts and the annual work programme for the Public Rights of Ways, including control of vegetation and Giant Hogweed (GHW).
13. Management of the work programme for Community Payback staff, as required, under the direction of the Principal Engineer Highways Asset Management.
14. Project manage the Councils input to partnership projects including budget monitoring, implementation of PROW improvements, promotion etc.
15. Management of project budgets, as required, under the direction of the Principal Engineer Highways Asset Management.
16. Liaise with and provide advice on rights of way issues to staff from other divisions, departments, outside bodies, Members and the general public as appropriate.
17. Contribute to and comment on emerging policy documents, such as the Neighbourhood Plans, Local transport Plan etc.
18. Represent the Council at internal and external meetings and Committees on rights of way issues.
19. Prepare drawings and maps for exhibitions, Committees and other purposes.
20. Assist the management team in the ongoing development of strategy and objectives for the section, monitor progress against objectives, budgets, performance standards and measures of efficiency. Institute corrective action when and where necessary to ensure that service are being effectively delivered and reported thereon.
21. Deal with enquiries from Councillors, Members of Parliament, general public and outside bodies bringing sensitive matters to the attention of the management team where necessary.
22. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
23. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
24. Carry out your role in line with the Council's Equality agenda.
25. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

26. Any other duties of a similar nature related to this post that may be required from time-to-time.
27. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
28. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: April 2019

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ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

PERSON SPECIFICATION

PUBLIC RIGHTS OF WAY OFFICER

POST NO. POS000798

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	A relevant graduate level or professional qualification in a field relevant to the role		D
2	Membership of relevant professional institute, such as the Institute of Public Rights of Way and Access Management, or willingness to obtain this		D
Experience & Knowledge			
3	Approximately three years' experience, in a field relevant to the post, such as public rights of way management, countryside access	E	
4	Experience and a detailed understanding of current rights of way policy and legislation, the key issues and challenges.	E	
5	Approximately one years' experience of project management	E	
6	Experience of effective budget management	E	
7	Experience of plotting on GIS or other mapping software	E	
8	Experience of UK pavement management software, such as Symology	E	
9	Experience of working on applications for project funding	E	
10	Knowledge of relevant Health and Safety issues relevant to Public Rights of Way	E	
11	Approx. 2 years' experience of developing, implementing, monitoring and reviewing policies and procedures	E	
12	Experience of procuring and managing contractors		D
Skills			
13	Able to undertake effective research, analyse and interpret data/information and present this as evidence in relevant forums	E	
14	IT literate, capable of using MS office packages, including Outlook, Word and Excel	E	
15	Able to effectively advise Elected Members, Council Officers, external bodies and members of the public on matters relevant to the rights of way service	E	
16	Ability to interpret legislation, policy or procedures to give recommendations and advice	E	
17	Able to work on own initiative and make decisions without immediate reference to manager	E	
18	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
19	Able to prioritise and organise own work with minimum supervision, working to deadlines and with competing priorities	E	
20	Ability to handle ambiguous and uncertain situations including sensitive policy areas	E	
21	Ability to communicate effectively both verbally and in writing to a	E	

	wide range of audiences (including the ability to write clear and concise reports)		
	Personal Attributes		
22	Substantial drive and a commitment to public services and local democracy	E	
23	Political sensitivity and awareness	E	
24	Self-motivated	E	
25	Flexible approach to working time arrangements	E	
	Special Requirements		
26	Able to undertake the physical requirements of the post, including working outdoors and on site	E	
27	Capacity for independent travel to undertake the mobility requirements of the post	E	
28	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	