

## Job Description

### Rights of Way Officer – Traffic Team

Role Profile	JE – Role Profile – Specialist <b>Band G</b>
Service/Team	Transport & Engineering (Transport Network Management)/Traffic Team
Reports to	Senior Rights of Way Officer
Responsible for	N/A
Number of posts	
Post number	2366
Career Grade	N/A

**My job improves the quality of life for the people of Bournemouth, Poole and Christchurch** by fulfilling the authority's statutory duties to assert and protect the public's use of Public Rights of Way. To ensure the efficient management of the Public Rights of Way Network by maintaining and improving rights of way to minimise disruption to the public and to maintain access. Maintain the Rights of Way Improvement plan and the definitive map.

#### Job Overview

To assist in managing and fulfilling the Council's statutory obligations to ensure that the Public Rights of Way network across Bournemouth, Christchurch and Poole is managed and maintained and improved providing safe and continued access for users. Being data led and having a clear objective to maintain and improve the efficiency and safety of the rights of way network and develop innovative and appropriate timely programmes of interventions based on legislative requirements, best practice and using the most cost-effective solutions.

Assist in managing the delivery of a large programme of planned improvements and maintenance projects across the council area to ensure that rights of way are safe and accessible for all. To support the development and issuing of briefs for work to be undertaken and work with internal and external contractors and design teams to deliver maintenance and improvement projects. Work to secure and use any available capital and revenue funding to optimise the efficiency and longevity of the rights of way asset.

Assist in managing projects and project teams. Provide professional support and advice on rights of way issues and design principles to include providing up-to-date information on and ensure effective communication in respect of rights of way to members of the public, partners, colleagues and elected members, directly, working with the Council's Communications Team, maintaining the Council's website pages or otherwise as required. Advise on and produce appropriate legal notices and represent the Council as appropriate in legal proceedings relating to public rights of way.

Maintain contemporary knowledge of best practice in regard to rights of ways and seek to continually adapt and improve the service in that context. Support the development of policy and

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processes relating to public rights of way. Support the management of the Rights of Way Capital and Maintenance Programme's.

## **Key Responsibilities**

- Maintain the definitive public rights of way map. Investigate and resolve map anomalies and claims of Public Rights of Way through research into historical, documentary and other evidence, ensuring the needs and rights of users and landowners are met, in accordance with the Wildlife and Countryside Act 1981 and other appropriate legislation.
- Investigate, and process when applicable, all applications for changes to the Rights of Way network under Highways Act 1980 and Town & Country Planning Act 1990.
- Support the development and efficient processing for the resolution of all Public Path Order applications and the circulation of Legal Event Orders and record and maintain the Register of Statutory Deposits (Highways Act 1980 (31[6])).
- Undertake additional duties resulting from changing and updated legislation particularly with regards to technical development of an electronic Definitive Map.
- Work on surveying under recorded areas to achieve and keep up to date a consolidated Definitive Map for Bournemouth, Christchurch and Poole.
- Support the development and maintenance of a Public Rights of Way improvement plan.
- Support the management of the Public Rights of Way Capital and Maintenance programmes assessing, identifying, prioritising and delivering an annual programme of works and improvements.
- Maintain an accurate, up to date and comprehensive knowledge of Public Rights of Way and Open Access legislation. Interpret the legislation to respond to enquiries and provide advice, ensuring good relationships are maintained and Bournemouth, Christchurch and Poole's best interests are served.
- Prepare reports and Orders in a prescribed format for Public Inquiries, Hearings, Magistrates' Court and Crown Court and legal process. Prepare witness statements as required and attend when necessary, ensuring the public's and Authority's needs are met.
- Undertake appropriate public consultations for informal evaluation of projects and also for formal legal proceedings where appropriate.
- Work with wider Council teams and external providers to develop and deliver projects.
- Ensure that information about project delivery is adequately communicated to the public working with the Council's Communication and Consultation teams as appropriate.
- Work with planners and developers on PROW diversions and amendments and seek to ensure rights of way are maintained or improved for future use by residents and visitors.
- Respond to all enquiries and communications relating to public rights of way and maintain the Council's website for this area.
- Undertake any other duties as required and commensurate with the nature of the post.

## **Specific Qualifications and Experience**

- Relevant NVQ 4, HND, HNC, degree or diploma (or equivalent experience) or working towards. (ESSENTIAL)
- Work towards membership of a professional body (For example the Institute of Public Rights of Way, IPROW) or equivalent experience with evidence of professional development and knowledge of best practice. (DESIRABLE)
- To constantly seek to improve and update their legal and technical knowledge, through training or other available means. (ESSENTIAL)

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- Attendance on the IPROW Rights of Way Law and Practice training or willingness to attend as early as possible. (ESSENTIAL)
- Demonstrate relevant experience in Rights of Way issues and provide suitable solutions (DESIRABLE)
- Demonstrate good practical and theoretical knowledge of the management of Rights of Way and appropriate legislation, processes and management of the network. (DESIRABLE)
- Analyse data and interpret customer information, highlighting relevant trends or issues to managers in order to support informed decision making. (DESIRABLE)
- Ability to organise oneself and others to deliver complex tasks and effectively prioritise tasks. (DESIRABLE)
- Good communication skills with the ability to present information and recommendations in a focussed and engaging way in written and spoken form. (DESIRABLE)

### **Personal Qualities & Attributes**

- Excellent ICT, budgetary, data analysis, written and oral communication skills.
- To constantly seek to improve and update their legal and technical knowledge, through training or other available means.
- Ability to write engaging technical reports and create dynamic, articulate presentations.
- Ability to be part of a positive team and inspiring and supportive working culture as well as on own initiative.
- Ability to think differently and promote innovative ways of working including an openness to negotiate, promote and adopt new initiatives from within the team and from other partners.
- Encourage others and listen to new ideas and have a positive approach to effective change and willingness to meet new and challenging targets.
- Represent the Council effectively with a commitment to customer care.
- Willingness to work flexibly and to promote flexible working.
- Recognise the value of diversity within the team and the need to meet the diverse needs of the public, paying particular attention to people with protected characteristics.
- Ability to work with conflicting priorities and deadlines to meet challenging targets.
- Ability to work sensitively with confidential/personal information.
- Contribute to and celebrate the success of the whole team.
- Encourage and listen to new ideas from everyone and be positive about change.
- Share open and honest feedback in a constructive manner.

### **Job Requirements**

Must be able to travel, using public or other forms of transport where they are viable and by holding a valid UK driving licence with access to own or pool car or bicycle.