**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| --- | --- |
| Job Title: | Officer – Highway Records |
| Salary: | £33,366 to £36,124  |
| Grade: | G9 |
| Hours: | 37 hours per week but we are open to flexible working |
| Team: | Highway Records |
| Service Area: | Environment and Highways – Data Intelligence |
| Primary Location: | County Hall, Oxford Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | n/a |
| Responsible to: | Team Leader Highway records |
| Responsible for: | n/a |
| Political Restricted Post: | No |

## Job Purpose

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| Carrying out detailed historical research into the history and extent of the public highway, advising colleagues, developers, solicitors, local Members and the public on matters regarding the extent of the public highway and in depth research for highway search responses. Assisting with statutory processes for S38 and S278 Agreements for existing highway improvement arising from development and new road adoptions  |

## Job Responsibilities

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| * Undertake detailed site inspections as part of the process of determining the extent of the maintained highway and related OCC responsibilities
* Make amendments to the existing electronic highway record maps using the ArcMap/ArcPro GIS System
* Make amendments to the Local Street Gazetteer entry (alignment and status) on HIAMS
* Provision and evaluation of research from archive material for complex sites
* Assist the Technical Lead with the assessment of the highway boundary for legal agreement drawings and liaison with the Highway Agreements Team including determination of land areas for adoption as highway.
* Assist with the provision of maps and assistance for applications to the Land Registry for developments.
* Assisting with collating historic adoption agreements and checking the information for research purposes
* Management of archive material, including historic correspondence and ownership records
* Direct liaison with Property Records and Arboricultural Teams providing correct and new information for their records
* Processing and return of Highway Records Searches and additional questions to the public/solicitors as part of the conveyancing process on a property.
* Responding to highway extent requests, letters, emails, phone calls
* Administer and support the Con29 Schemes Database
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| NVQ/ONC/HND educated in an appropriate subject and / or proven experience in a relevant field that demonstrates working knowledge of current legislation and procedures | A/I/D |
| Good interpersonal skills with experience of dealing with members of the public and professionals by phone, email and letter. | I |
| Experience of GIS mapping systems (preferably ESRI) with and computerised drafting tools. | A/I |
| Experience carrying out in-depth subject matter research.  | A/I |
| Experience and understanding of the use and interpretation of Ordnance Survey maps, relevant legal documents and historical records | A/I/T |
| Experience in the use of development site plans, topographical surveys and planning drawings | A/I/T |
| Proficient in the use of MS Office applications | T |
| Experience of updating records in an accurate and methodical manner (including methods of validating and verifying information) | A/I/T |
| Full driving licence to facilitate the ability to attend meetings and site visits | I |
| Desirable Criteria | Assessed By: |
| Knowledge of Highway Law/Highways Act 1980 | A/I |
| Educated to degree level or equivalent in a relevant subject | D |
| Experience of writing reports based on research/evidence | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [x]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |