

## Job Description

<b>Directorate:</b>	Highways and Transport		
<b>Service:</b>	Highways Network Management, Public Rights of Way		
<b>Location:</b>	County Hall		
<b>Salary range:</b>	£28,142 to £32,061	<b>Grade:</b>	6
<b>Reports to:</b>	Senior Project Officer	<b>Staff responsible for:</b>	0

### Job purpose and scope

Technical assistant for various Public Rights of Way functions including:

- Landowner declarations under S31(6) of the Highways Act 1980
- Temporary closures
- Planning consultations
- GIS and service request database

This includes:

- Consistent, timely and accurate record keeping
- Liaison with landowners, users, colleagues and councillors
- Provide guidance and advice on matters relating to public rights of way

### Performance Indicators

- **All actions correctly recorded**
- **Numbers of landowner declarations/deposits, temporary closures or planning consultations processed by the Technical Assistant**

### The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



## Accountabilities/Responsibilities

- Process applications from landowners/agents for recording deposits/declarations under S31(6) of the Highways Act 1980 in conjunction with the paralegal
- Process external applications and internal requests for temporary closures of public rights of way under the Road Traffic Regulation Act 1984
- Check planning applications/consultations for adverse effects on public rights of way and in conjunction with the Senior Project Officer prepare appropriate responses
- Maintain spatial and textual datasets for service requests, legal orders, etc. related to public rights of way
- Assist members of the Public Rights of Way team in other functions as required

## Other

- **Equal Opportunities**  
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**  
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**  
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**  
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**  
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

## Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

## Public Rights of Way Technical Assistant

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

4 GCSEs

### Experience

- Use of computers and data entry
- Use and interpretation of Ordnance Survey and other maps at various scales
- Communication with customers and other stakeholders by telephone, email and writing
- Work with Public Rights of Way law and practice\*
- Communicating with landowners and residents\*

### Essential knowledge, skills & abilities

- Consistent, accurate record keeping
- Ability to work in a team
- Ability to work unsupervised with appropriate support
- Computer literate (MS Office, GIS)
- Clear, appropriate verbal and written communication skills
- Basic knowledge of Public Rights of Way law and practice\*

### Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.