

# Hertfordshire County Council

## Job Outline



**JOB TITLE:** Highways Boundaries Technical Officer  
**GRADE:** H7  
**REPORTS TO:** Highway Boundaries & Land Charges Manager  
**TEAM:** Highway Boundaries & Land Charges  
**DEPARTMENT:** Resources

### **Purpose of the Job**

- To research historical and contemporary records to locate accurate documentary evidence relating to the status of land and extent of highway maintainable at public expense in Hertfordshire
- To digitise, manage and maintain up-to-date and accurate highway boundary information onto a Geographical Information System (GIS)
- To respond to enquiries concerning the status of land and extent of highway within Hertfordshire

### **Main Areas of Responsibility**

- To research evidence relating to the existence of highway by searching adoption records and other historical documents
- To accurately digitise evidence of highway extent and status, and other land use information using GIS and produce plans for responses to highway boundary enquiries
- To respond to highway boundary enquiries to confirm the status of land, extent of highway, public rights of way, common land, village green and land ownership

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- Ability to identify, locate, interpret and analyse different sources of documentary information including legal agreements, highway adoption plans, easement deeds, archived documents, Land Registry titles, aerial photographs and also interpret physical features on the ground in relation to highway boundaries
- Knowledge of Highway Law as it relates to highway boundaries
- General understanding of Commons Law and Rights of Way Law as it relates to highway boundaries
- Ability to read maps and plans and to interpret historical documents in relation to current Ordnance Survey maps and interpret different types of map layers including historical maps
- Ability to view and review existing map layers within GIS including Ordnance Survey maps (historical and current), aerial photographs and map layers created within HCC
- Experience in using Microsoft Office programmes (including Word, Excel, Outlook and Access databases) and other software programmes.
- Ability to digitise / create spatial/mapping data, which is available for others to use
- Ability to check and analyse existing spatial/mapping data (update and verify as required)
- Ability to create plans enabling responses to be made to highway boundary enquiries
- Ability to meet, liaise with and disseminate information to a variety of clients both from HCC teams and external partner organisations as well as individual

representatives acting on behalf of members of the public, both face to face, by e-mail and on the telephone

- Ability to communicate information in a clear, concise and positive way, both verbally and in writing, targeting communications to the appropriate recipient
- Ability to work as a member of the team to share / disseminate knowledge and ideas in relation to highway boundaries and in relation to methods and practices
- Ability to plan and prioritise own workload, and to work on own initiative and under minimal supervision