

Job Description

Post title	Local Land Charges Assistant	Grade	1
Department	Planning & Regeneration	Post ref	XL20

Overall job purpose

To assist in the completion of all work on behalf of the Authority in relation to the processing of land charges and provide support to legal and requests for information operations.

Reporting relationships

Reports to: Technical Support and Land Charges Team Leader

Responsible for: Not applicable

Key tasks and responsibilities – post specific

Ensure that both manual and electronic Land Charges Searches are effectively and efficiently processed – including correct recording and dispatching to appropriate departments; collating information; notifying interested parties of search outcomes; completing and filing paperwork accurately.

Accessing appropriate electronic and manual records to obtain and confirm search results and information, including checking Planning History and Planning Enforcement on Idox Uniform IT system and checking finance records on Integra IT system and checking for gas pipelines using Transco maps

Ensure that searches are processed within set Council timescales and keep interested parties informed regarding any possible delays.

Maintain and check search register charges including removal of charges as appropriate during the search process and when notified by external and internal bodies.

Operating Idox Total Land Charges IT System and assisting with continuing digitisation of Land Charges data.

Undertake photocopying and scanning duties as requested by clients.

Assist the Local Land Charges officer in the Land Registry Project to digitise all Local Land Charges Registers

To undertake financial duties including

- Taking Telephone Card payments for Land Charges Search requests.
- Assisting the Local Land Charges Officer in negotiating appropriate fees for Land Charges search applications (including quoting for bespoke requests).
- In the absence of the Local Land Charges officer checking income and receipts (including BACS payments) and maintaining and monitoring records and accounts (including matching NLIS and TM statements for BACS payments) for fees and charges purposes.

Deal with any general queries relating to land charge applications

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date:

Person Specification

Competencies

Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.

Competency framework relevant to the post:

	Employee Assessment
Seeing the big picture	Interview
Changing, learning and improving	Interview
Team working	Interview
Delivering value for money and quality services	Interview

Skills

**Essential /
Desirable**

Assessment

Providing good customer service	E	Application Form
Written and oral communication skills	E	AF/Interview /Test
Attention to detail/accuracy	E	AF/Interview
Organisational skills	E	AF/Interview
Keyboard skills	E	AF/Interview
Work under minimal supervision	E	AF/Interview
Able to prioritise work	E	AF/Interview

Knowledge	Essential / Desirable	Assessment
Knowledge of IT systems and packages	E	AF/Interview/Test
Land Charges searches processes and terminology	D	AF/Interview

Experience	Essential / Desirable	Assessment
Dealing with the public/businesses in a customer focussed role	E	AF/Interview
Office procedures and record keeping within a busy office environment	E	AF/Interview

Qualifications	Essential / Desirable	Evidence
Level 2 qualification or equivalent in relevant subject to demonstrate literacy and numeracy.	E	AF/Certificates

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.
If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

Additional information / other requirements of the post

Date produced / last amended

July 2020