

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Land Charges Officer

REFERENCE NO: CE203

SALARY SCALE: Scale 4 (scp 10-13) £25,545 to £26,873 per annum

HOURS OF WORK: 37 Hours Per Week

POST NO: E11

SERVICE AREA: Legal and Democratic Services

RESPONSIBLE TO: Head of Legal and Democratic Services

JOB PURPOSE: To maintain and keep up to date the register of local land charges and to deal with all searches of the register and additional enquiries.

KEY RESULT AREAS:

- To undertake the day-to-day management of and ensure the efficient operation of the Local Land Charges system.
- To maintain and update the Local Land Charges Register in accordance with existing, amended or new legislation.
- To conduct official searches of the Register and carry out the processing of enquiries, their completion and verification of all replies to Official Certificates of Search and Enquiries.
- To obtain requisite information from other service areas in order to answer Con.29 enquiries.
- To assist individuals carrying out personal searches.
- To ensure that fees are charged and recovered for the service in a timely manner and that the Council's accounting procedures are followed.
- To compile and analyse statistical information to measure performance indicators.
- To use mapping systems to identify features such as conservation areas, road adoptions and public rights of way.

- To deal with enquiries and correspondence in connection with the Local Land Charges services.
- To attend national and regional meetings of the National Association of Local Land Charges Officers and with the Land Registry on behalf of the Council.
- To identify and implement new and innovative ways of improving service delivery.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Good standard of education (5 GCSE's with a minimum of grade C/4 in Maths and English).		Application Form/ Interview
	NVQ Level 4 Local Land Charges.	Application Form/ Interview
Experience		
	Knowledge of how to maintain and keep up to date the register of Local Land Charges.	Application Form/ Interview
	Ability to deal with all searches of the register and additional enquiries.	Application Form/ Interview
Skills/Knowledge		
Excellent IT skills.		Application Form/ Interview
Able to read and interpret maps and plans.		Application Form/ Interview
Excellent customer service skills, including ability to deal effectively with written, verbal and face to face enquiries.		Application Form/ Interview
Ability to manage own workload to meet deadlines within tight timescales and conflicting priorities.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
	Knowledge of the district.	Application Form/ Interview
	Experience of using a Geographical Information System (including special datasets).	Application Form/ Interview
	An understanding of financial systems and procedures.	Application Form/ Interview
Additional		
Organised and meticulous approach to record keeping.		Application Form/ Interview
Hard working and able to work rapidly but accurately.		Application Form/ Interview
Able to work with a range of staff and to liaise closely with other departments.		Application Form/ Interview
Flexible and adaptable approach.		Application Form/ Interview
Ability to implement and manage change in response to changes caused by internal and external factors.		Application Form/ Interview