

Job Description

- Directorate:** Chief Executive's Directorate
- Division:** Corporate Services
- Post Title:** Local Land Charges Officer AA2907
- Evaluation:** 492 Points **Grade:** N6
- Responsible to:** Head of Commercial Law
- Responsible for:** N/A
- Job Purpose:** To ensure the Local Land Charges, Common Land and town and Village Green registers are maintained in accordance with appropriate legislation and appropriate systems are established to support efficient and effective processing of local land charges, searches and Common Land and town and Village Green applications.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
- 1 To ensure that all registrations in respect of Local Land Charges and Common Land and town and Village Green applications are registered in accordance with relevant legislation.
 - 2 To contribute to the development, review and maintenance of systems and processes to assist in providing timely and accurate management information to support the achievement of key performance indicators.
 - 3 To ensure that all appropriate fees are paid/received in accordance with Financial Regulations.
 - 4 To undertake the annual review of fees and charges in line with Government and Council policy ensuring the current scale of fees and charges are published.
 - 5 To supervise and support applicants, eg local search agents, to make personal searches.
 - 6 To provide advice and guidance to staff assigned to support the Local Land Charges Unit, including demonstrating duties as required.
 - 7 To review each Certificate of Local Land Charges Search and take any appropriate action prior to authorisation and issue of such Certificate.
 - 8 To collaborate with colleagues and external representatives regarding any proposed review of Con 29 documentation and ensure any changes are communicated to relevant stakeholders.

- 9 To prepare appropriate documentation, correspondence and reports and deal with enquiries.
- 10 To keep an up to date working knowledge of legislation regarding Local Land Charges and related matters and advise on developments as appropriate.
- 11 To maintain an archive of documents referred to in the Local Land Charges Register.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.