

JOB DESCRIPTION

Job Title	Estates Terrier Officer		
Directorate	Communities, Place, Economy - Property		
Reporting to	Property Records Manager		
Grade	13		
Evaluation ref:	AU0034	Job ref:	Family EST13
Role purpose			
<p>To maintain and manage the Council's property terrier and associated land ownership records. The role ensures accurate, up-to-date information on all land and property assets within the Council's property asset management system and GIS mapping system.</p> <p>This role supports the effective management of the Council's estate, enabling informed decision-making, compliance with statutory obligations, and delivery of strategic asset management objectives.</p>			
Responsibilities			
<p>The postholder is responsible to the Property Records Manager and carries out the following duties to ensure that the records are accurate and up to date:</p> <ul style="list-style-type: none"> • Maintain the Council's digital property terrier, ensuring accurate records of land ownership, leases, licenses, easements, and other legal interests. • Interpret and extract relevant data from legal documents such as title deeds, conveyances, leases, and plans. • Ensures that the property asset management system holds key dates relating to property and land, which enables the Estates Surveyors to take appropriate actions associated with critical estates management activity such as renewal of leases, exercising lease breaks and rent reviews. • Liaise with Legal Services, Planning, Highways, and other departments to ensure consistency and accuracy of land and property data. • Use specialist GIS and mapping systems (e.g., ESRI, MapInfo) to produce and update site plans, boundary maps, and overlays from legal documents. • Assist in identifying and resolving land ownership queries, boundary disputes, and title anomalies. • Support the Council's asset management strategy by providing data and reports on land tenure, usage, and potential surplus assets. • Ensures that key stakeholders within the council are notified in a timely fashion of completions of legal transactions to ensure compliance with statutory requirements for their area of service delivery. • Respond to internal and public enquiries regarding land ownership and property boundaries. 			

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- Contribute to audits, asset valuations, and estate reviews by providing accurate terrier data.
- Provide technical advice and support to the Property Records Manager in development work relating to the Terrier element of the asset management system.

Impact

Contacts & Relationships

- The postholder has a wide range of contacts within the department and the Council to provide advice and technical/specialist information regarding property ownership related matters.
- Regular contact with Legal Services with regards to estates activity
- Deals with members of the public with regards to property ownership related queries.
- Communicates with third parties, such as utility companies and town councils, responding to property ownership queries
- To be line managed by the Property Records Manager and to carry out tasks as allocated either by them or by Estates colleagues.

Resources

- The Estates Terrier Officer assists in the upkeep of the Property element of the Council's Asset Management Database. The property database is the single point of reference for all property and estates management related data.
- The asset management system contains over 3,200 sites, 750 Establishments, 2,000 Buildings, 50,000 Room records, along with over 2,500 floor plans together with other associated data e.g. asbestos record, condition survey. There are over 4000 Ordnance Survey maps in the graphical part of the database.
- Specialist GIS software (MapInfo) is used to manage the Terrier mapping system by this postholder.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Good understanding of a computerised database system	X		
Working knowledge of estates property documentation	X		
Working knowledge of MapInfo		X	

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Familiarity with local government property portfolios and public sector estate management.		X	
Experience			
Experience in updating a computerised database system	X		
Experience of using MapInfo in a working environment		X	
Experience in estates, land management, or property administration within a local authority or similar environment		X	
Experience working with HM Land Registry and Ordnance Survey datasets.		X	
Qualifications / Registrations / Certifications			
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X		
A Levels or vocational qualifications, or alternatively the equivalent qualification via experience	X		
Relevant qualifications in land administration, surveying, GIS, or property management.		X	
Skills			
Excellent communication, written, oral, and interpersonal skills.	X		
Proficient in the use of Microsoft products e.g. Outlook, Teams, SharePoint, Excel	X		
Ability to work to deadlines	X		
Strong attention to detail and ability to interpret complex legal and spatial data	X		
Works confidently, independently and systematically and can self-manage when required	X		
Positive and approachable	X		
Proficiency in GIS/mapping software and property database systems.		X	
Ability to problem solve		X	

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Contributor to team development.		X	
Uses intuition and initiative to develop solutions, whilst being aware of when to seek further guidance.		X	
Working Conditions			
This role will be mainly office based as the types of queries received involve researching old paper files/maps, which are not computerised.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: June 2025