

JOB DESCRIPTION

Job Title	Land Charges Officer		
Directorate	Planning		
Reporting to	Land Charges Manager		
Grade	14		
Evaluation ref:	TR0169	Job ref:	Family
Role purpose			
<p>The Land Charges Officer is responsible for managing and maintaining the Local Land Charges Register and processing land charge searches. This role involves gathering, verifying, and providing accurate information regarding land and property within Somerset to solicitors, conveyancers, and the public. The officer ensures compliance with statutory requirements and council policies, contributing to the efficient and effective delivery of land charge services. The role requires close collaboration with various council departments, external agencies, and stakeholders to ensure the timely and accurate provision of information. The Land Charges Officer plays a crucial role in supporting property transactions and development within the region, ensuring that all relevant land charge data is up-to-date and accessible.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Maintain and update the Local Land Charges Register. • Process and respond to land charge search requests. • Gather and verify information from various council departments and external agencies. • Ensure compliance with statutory requirements and council policies. • Provide accurate and timely information to solicitors, conveyancers, and the public. • Liaise with internal and external stakeholders to gather necessary information. • Use GIS systems and other computerised records to collate relevant data. • Supervise and delegate tasks to land charges assistants. • Manage fees and payments related to land charge searches. • Conduct detailed research and analysis of land and property data. • Ensure the accuracy and integrity of all land charge documentation. • Assist with the migration of the Local Land Charges Register to electronic systems. • Provide excellent customer service and support to all stakeholders. 			

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Impact			
Knowledge / Experience / Skills			
	Essential	Desirable	
Knowledge			
Understanding of local land charges and property search processes.	x		
Knowledge of statutory requirements and council policies related to land charges.	x		
Knowledge of data protection and confidentiality principles.	x		
Familiarity with GIS systems and computerised records.	x		
Awareness of the geographical area of Somerset.		x	
Understanding of property law and conveyancing processes.		x	
Experience			
Previous experience working in a land charges office or similar environment.	x		
Experience in maintaining and updating electronic records.	x		
Experience in liaising with various stakeholders and departments.	x		
Experience in providing customer service and support.	x		
Experience in using GIS systems and other computerised records.	x		
Experience in supervising and delegating tasks to assistants.		x	
Qualifications / Registrations / Certifications			
GCSEs including English, Maths & ICT or equivalent.	x		
NVQ in Local Land Charges or equivalent qualification.		x	
Training in GIS systems and computerised records.		x	
Certification in data protection and confidentiality.		x	
Relevant legal or property-related qualifications.		x	

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Continuous professional development in land charges or related fields.		x	
Skills			
Excellent organisational and methodical skills.	x		
Strong attention to detail and accuracy.	x		
Proficiency in using computerised systems and GIS.	x		
Effective communication skills, both written and verbal.	x		
Ability to work in a fast-paced environment	x		
Strong customer service and interpersonal skills.	x		
Working Conditions			
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37 (full time). • Location: The primary work location is determined based on the team you are appointed to, with opportunities for remote work as per organisational policies. • Travel: May involve occasional travel across Somerset with some lone working (if hybrid). • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 			
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.			