 **Role Profile**

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| **Job Title** | Local Land Charges & Property Gazetteer Officer | | |
| **Team** | Local Land Charges Service | **Grade** | Scale 6 |
| **Reports to** | Local Land Charges Service Manager | | |
| **Date** | September 2025 | | |

**One Arun:**

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| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**  A logo of a chat  Description automatically generated |

**Overall job purpose:**

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| To provide an efficient and accurate Local Land Charges service adhering to national and local agreed targets.  To maintain and update the Local Land Charges Register on a daily basis.  Partake in the administration and the decision making processes relating to Assets of Community Value (ACV) nominations. Interpreting the legislation to ensure that nominations are correct and fulfil the criteria for listing, negotiating with the nominees/owners where necessary in order to avoid successful challenge of decisions.  To maintain the Local Land and Property Gazetteer (LLPG) and updating of the National Land and Property Gazetteer (NLPG) ensuring national standards of entry are maintained.  Administer and update the street numbering and naming of new and existing properties within the District.  To ensure that relevant Geographical Information System (GIS) layers relevant to the service area are updated and maintained correctly on a daily basis. |

**Key areas of focus:**

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| 1. | Manage day to day workflow as part of the service area prioritising to ensure that national/local targets are met. |
| 2. | Assist manager in interpretation and implementation of existing and new legislation, procedures, and systems; ensuring that tasks are carried out in accordance with them. |
| 3. | Assist manager to manage, direct, train and develop staff within the unit ensuring that they acquire the skills necessary to develop and comprehensive service with a high emphasis on accuracy. |
| 4. | Liaise with internal and external departments/organisations to facilitate accurate information being used within the section and ultimately being provided to customers; using judgement and knowledge to ensure that the information is accurate. |
| 5. | Consult with other organisations/public bodies on street numbering and naming proposals and ACV’s nominations ensuring that timescales as required by the relevant legislation/regulations are met. |
| 6. | Where necessary, undertake site visits addressing, layout or state of site prior to addressing, data cleansing and ordering street name plates. |
| 7. | Deal with enquiries from the general public, developers, agents and professionals providing advice on public access system use if necessary. |
| 8. | Attend internal/external meetings, conferences and training events as required. |
| 9. | Promote the authority through the adherence of good customer care practices. |
| 10. | Assist with maintenance of the department’s web pages, ensuring relevance and currency. |
| 11. | Ensure that monies due to the Council are correctly received and accounted for, raising invoices and orders as required. |
| 12. | Update the Local Land Charges Register daily to both the Ocella LLCB software system and to the GIS layer. |
| 13. | Ensure that regular updates of new properties/changes to the LLPG are uploaded to the NLPG. Cleansing data and matching where necessary to maintain Gazetteer at Gold Level standard. |
| 14. | Act as systems administrators for Local Land Charges and gazetteer systems. |
| 15. | Prepare and contribute to reports for sign off/decision/ratification by Head of Service/Group Head/Members as necessary. |
| 16. | Any other duties as may be required as directed by the Service Manager. |

**Additional information (not contractual)**

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|  | N/A |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications** | | |
| GIS qualification?? |  | X |
| **Experience** | | |
| Map reading | X |  |
| GIS concepts and software | X |  |
| MS Office applications | X |  |
| General office administration | X |  |
| Data input | X |  |
| Managing and accounting for income, expenditure and making payments | X |  |
| Ocella software systems |  | X |
| Managing LLPG data in BS7666 format |  | X |
| Gazetteer Management software |  | X |
| Working in Local Government |  | X |
| **Knowledge** | | |
| Theoretical, practical and procedural knowledge of data collection, data management and data analysis |  | X |
| Street naming and numbering and local land charges legislation |  | X |
| Assets of community values legislation/regulations |  | X |
| Knowledge of the local area |  | X |
| **Behaviours** | | |
| Adaptability: Responds to challenges and change with an open mind, shifting priorities and re-focusing | X |  |
| Commitment: Displays values which contribute to a shared focus, exhibits high level of effort and commitment, is motivated to achieve, and demonstrates responsible behaviour. | X |  |
| Consistency: Continually maintains standards and behaviours that lead to producing high quality work and delivering on promises and commitments | X |  |
| Innovative: Is creative when finding solutions at work, using initiative to improve service delivery | X |  |
| **Competencies** | | |
| Collaborative working: Working together to achieve a shared goal. Builds effective relationships with internal and external customers | X |  |
| Communication (written/oral): Able to communicate clearly, appropriately and respectfully with colleagues and customers | X |  |
| Critical thinking: to separate information, prioritising this and referring to policies and procedures before making decisions. | X |  |
| Customer focus: Takes pride in and is committed to delivering high quality services. Identifies and clarifies individual needs | X |  |
| Decision making: Able to make fair and logical decisions using policies/procedures and available evidence, and be clear in the rationale. | X |  |
| Industry knowledge: Keen to keep abreast of knowledge and best practice specific to the role/area. | X |  |
| Initiative: Understands what needs to be done and accomplishes it proactively and with minimal supervision. | X |  |
| **Other** | | |
|  | Yes | No |
| Does this role require a Basic DBS check? | X |  |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | X |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work? |  | X |
| Does this role require a driver’s license and access to a vehicle? |  | X |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |