# JOB DESCRIPTION

**DATE:** October 2025

# JOB TITLE: SERVICE: GRADE: REPORTS TO:

Senior Land Charges Officer **POST NO:**

Central – Legal Section: Land Charges 4/5

Land Charges Team Leader

DR0303

# GENERAL DESCRIPTION:

The postholder takes specific responsibility for recording and processing searches, maintaining the Land Charges Register and assists in the efficient and effective day to day running of the Land Charges Service.

# SPECIFIC RESPONSIBILITIES:

To oversee the checking of search applications to ensure that all details are correct, that plans correspond with addresses; moneys received are correct, taking online payments and verifying search forms; to answer enquiries, both from business and public in a helpful and courteous manner.

To be directly responsible for accurately recording local land charge search applications on to the electronic agile system (TLC system), seeking advice when necessary, on any anomalies in the search address or location plan submitted.

Filing, updating and improving, as necessary, the databases held in the Section, including, if required, the investigation and interpretation of data to ensure that accurate records are maintained and that search applications can be completed correctly.

To monitor response times, identifying unanswered responses to search enquiries and to elicit responses from other Services. To check the accuracy of all information received from Highways, Building Control, Housing and Planning before sending out completed searches.

To check the planning output from Agile (TLC) against the Uniform Planning system, quantifying any application that does not entirely affect the property the subject of the search, and to provide or seek answers to other standard enquiries and additional questions.

To process and undertake the final checking of completed searches including any additional enquiries, to ensure accuracy and completeness, identifying errors, omissions or system faults, referring back for correction, and using land charge knowledge to make judgements over the content of final submission.

To update the land charge register within HMLR user interface alongside TLC/Agile, after clarifying complexities as to how to edit register entries and the like to ensure entry/plotting accuracy.

**Note:** This job description is not intended to exclude any task which the postholder might reasonably be required to undertake and may be subject to change following consultation with the postholder.

**PERSON SPECIFICATION**

**Job Title: Land Charges Officer Service: Central**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Qualifications / Professional membership** | GCSE English and Maths (grades A\* - C) or equivalent |  | Application form, certificates |
| **Experience** | You will be able to demonstrate your ability (through experience) to: |  | Application form, interview and references |
|  | * effectively communicate with the community and members of the public |  |
|  | * have a keen eye for detail and be able to maintain a high degree of accuracy and present work neatly |  |
|  | * be organised and methodical and display good problem solving skills when dealing with complex tasks |  |
|  | * be able to read, analyse and interpret Ordnance Survey maps and plans |  |
|  | * be able to work under pressure and prioritise to meet strict deadlines and maintain targets |  |
|  | * are able to input data |  |
| **Knowledge/ Skills** | * Your skills and knowledge will allow you to demonstrate: * an ability to explain things   clearly and adapt your | * knowledge of digital geographical mapping * knowledge of Local Land Charges | Application form, interview, references |

|  |  |  |  |
| --- | --- | --- | --- |
|  | communication style to suit the needs of the customer   * an ability to work with bespoke databases |  |  |
| **Attitude/Personal Qualities** | You will be able to demonstrate that you are: | Empathy with the Council’s corporate ethos | Interview and references |
|  | * self motivated and have the ability to work independently with minimal supervision * flexible and willing to learn new skills |  |  |
|  | * able to establish good working relationships with colleagues, partner organisations and the wider community |  |  |