**PERSON SPECIFICATION**

**Job Title: Senior Land Charges Officer**

**Service: Central – Legal and Democratic**

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| **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:   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 maps and plans (including Ordnance Survey mapping)   be able to work under pressure and prioritise to meet deadlines and maintain targets   are able to input data |  | Application form, interview  and references |
| **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 |

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|  | 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:   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 |  | Interview and references |