

## JOB DESCRIPTION

<b>Job Title:</b>	Land Charges Team Leader		
<b>Directorate:</b>	Place	<b>Salary:</b>	£30,024 - £35,412
<b>Section:</b>	Land Charges	<b>Grade:</b>	BG-H, SCP15 - 24
<b>Location:</b>	Time Square/Remote	<b>Work Style:</b>	Flexible

### Key Objectives of the role

To lead the Land Charges Team to provide an efficient, reliable, and prompt Local Land Charges Service in line with statutory functions and the Council's objectives.

Responsible to the Assistant Director: Planning, the post holder will manage the performance of the team and produce management and budget reports for the service area.

### Designation of post and position within departmental structure



This post is within the Place Directorate which also includes Planning, Building Control and Highways and Transportation.

This post reports to the Assistant Director: Planning and is responsible for two Technical Support Officers.

The post holder will be responsible for the day to day management of the team and will ensure that adequate cover is provided within the team according to service needs during normal office hours.

## Daily and monthly responsibilities

To lead the Land Charges Team to administer the range of Land Charges functions and to provide an efficient service including:

### Team Management

- To lead your team and manage day-to-day activities such as allocating, monitoring and approving work to ensure that service plan targets and standards are met.
- To participate in staff recruitment, promote staff development and conduct regular staff appraisals.

### Team Function

- To organise and manage the registration and validation of land charges searches, ensuring that service targets are met.
- To ensure the team compiles, records, collates and returns responses for all searches received; regarding information on properties or land (both residential and commercial) swiftly and accurately; to set timescales.
- To help maintain the Local Land Charges Register, ensuring that relevant databases are in accordance with the Local Land Charges Act 1975, and the Council's statutory functions, ensuring all information particularly in relation to the registering and processing of Local Land Charges has been recorded accurately and updating/inputting information as required.
- To deal with enquiries from internal/external sources including solicitors, personal search companies, estate agents and members of the public on behalf of the department
- To liaise with other Departments in the Council in connection with their response to Local Land Charges searches

### Service Improvement:

- To assist with embedding a recently installed IT system in the operation of the Land Charges Team
- To oversee the migration of Local Land Charges data to the national register and undertake a review of the Land Charges service post migration to ensure that it provides an appropriate and financially sustainable service within the Council.

### Performance Monitoring:

- Monitor team performance, provide guidance, and ensure adherence to procedures and targets
- To be responsible for the financial monitoring of the team's budgets including generating reports and reporting to the Assistant Director: Planning.

### Staying Informed:

- Stay updated on changes in legislation, policies, and procedures.

### Safety Reporting:

- Report any significant safety risks to the Assistant Director promptly.

### Flexibility:

- Be flexible to take on additional tasks and broaden your expertise.

## Scope of role

The post holder has responsibility for the Land Charges service provided by the Council.

The post holder has a key role in assisting the Assistant Director: Planning in monitoring the service's budgets.

The post holder will be responsible for ensuring that payments for Local Land Charges searches are properly recorded.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>A reasonable standard of education including GCSE (or equivalent) passes in English and Maths.</p> <p>Significant knowledge and experience of using IT systems in general, e.g. office packages, mapping or GIS, bespoke software, etc.</p>	<p>Qualification in Land Charges e.g. NVQ</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Demonstrable experience in team management and review of systems as part of a change process.</p> <p>Confident in the use of IT.</p> <p>Ability to communicate face to face, by telephone and by letter.</p>	<p>Experience working within a Land Charges Team</p>
<b>Work-related Personal Requirements</b>	<p>Ability to work in a busy environment and be able to cope with frequent change associated with working in an ever changing world</p> <p>A good team leader with ability to motivate and encourage others.</p> <p>Ability to work with members of the public and find ways to assist them within a regulatory framework.</p>	<p>Quick to learn.</p> <p>Logical thinking and enjoy problem solving</p> <p>Ability to multi-task and complete varied functions quickly, accurately and in an organised manner.</p>
<b>Other Work Requirements</b>	<p>Flexible and willing to undertake all appropriate duties.</p> <p>Awareness and commitment to promoting equal opportunities.</p>	
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

