

## Role Profile Addendum

(to be completed for generic role profiles, mapped to multiple positions)

<b>Job Title:</b>	Local Land Charges Assistant
<b>Role Profile Ref:</b>	MUL012
<b>Role Profile Title:</b>	Records Officer I
<b>Directorate:</b>	Law & Governance
<b>Service area:</b>	Local Land Charges

### Specific responsibilities associated with this position

- Assist in the maintenance of the Local Land Charges Register
- Assist with the processing of local authority search requests on land and property
- Check, input, and plot search data, including handling associated payments
- Respond to customer enquiries via email and telephone in a timely and professional manner
- Collate and check detailed information provided by other service units to ensure accurate search results
- Provide general administrative support to Local Land Charges
- Provide administrative support to the Election team during times of increased workload

### Specific person specification associated with this position

#### Digital literacy

- Confident use of Microsoft 365 is essential
- Previous use of GIS mapping Applications would be desirable

#### Qualifications and Experience

- GCSEs or equivalent in English and Mathematics at grade C or above is essential
- Knowledge of Local Land Charges procedures would be desirable

#### Organisational skills

- Ability to manage multiple systems and process simultaneously
- Experience of working accurately and calmly under pressure and ability to use own initiative to meet tight deadlines

#### Communication skills

- Requires confident written and verbal communication skills to effectively liaise with property professionals
- Ability to work collaboratively as part of a team

**Working Environment**

- The team operates predominantly on a remote basis, with flexibility to work from home or the office, but attendance in the office is required when necessary



- **Health surveillance required:** No
- **Politically restricted:** No
- **Lone working:** No
- **DBS check required:** No
- **Supplementary payments:** None
- **Career grade / pathway:** Yes

**Other Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car

**For P&R use only:**

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