



Cumberland Council

Post Specification

Date	February 2025
Post Group Number	8528
Post Title	Land Charges Assistant
Job Family	Business Support
Job Family Role Profile	BS6
Final Grade	6

To be read in conjunction with the job family role profile

Service Area description

Inclusive Growth and Placemaking

Purpose of this post

To provide an efficient business support service for Local Land Charges.

Key job specific accountabilities

- To assist with the day to day running of the Council's Land Charges Service under the direction of the Business Support Manager/Land Charges Officer, responding accurately and promptly to Search Requests, charging the appropriate fee, monitoring the timely return of information from other departments and returning completed requisitions and associated information to solicitors within agreed time constraints.
- To communicate by telephone, letter and email with solicitor's and members of the public in respect of matters arising from Land Charge Searches.
- To maintain the Council's Register of Local Land Charges in accordance with current legislation and CON29 data, ensuring that current practices meet with LLCi requirements.
- To represent the Council at meetings and conferences in connection with LLCi business.
- To act as a first point of contact and respond to enquiries from internal, external and public sources in written and oral formats in an efficient manner.
- To provide guidance and information within the level of experience and knowledge of the post holder.
- Record and process personal search company enquiries.
- Assist with the arrangements to support the National Land Registry.
- Represent the Council's and Directorates best interests at all times by ensuring effective communications within the Council, with external organisations and the general public.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • N/A
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • Minimum of 3 GCES'S INCLUDING Maths and English Grade A*- C or a relevant qualification e.g. in Business Administration, Customer Service or significant previous administrative experience or equivalent knowledge and skill demonstrated through work-based competences. • Computer literate and ability to work with computer systems and Microsoft Office 365. • Sound numeracy and literacy skills. • Ability to work under pressure, prioritise own workload and adhere to deadlines. • Ability to gather and refine data. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Minimal and rarely
Physical Demands	<ul style="list-style-type: none"> • None
Working Conditions	<ul style="list-style-type: none"> • No exposure to adverse weather
Other Factors	
N/A	