

Post Specification

Post Specification - Key Information

- **Post Title:** Land Charges Officer
- **Date:** April 2025
- **Post Group Number:** 8658
- **Job Family:** Regulation and Technical
- **Job Family Role Profile:** RT7
- **Final Grade:** 7

To be read in conjunction with the job family role profile.

Service Area Description

The Land Charges service plays a vital role in the property conveyancing process by providing accurate and legally compliant information to support land and property transactions. The team is responsible for maintaining the Local Land Charges Register and processing statutory searches, including LLC1 and CON29 requests, which provide details on planning constraints, legal restrictions, and other matters affecting land and property. Working closely with internal departments, the service ensures that up-to-date and reliable information is delivered to solicitors, conveyancers, and members of the public. In addition to day-to-day service delivery, the team is leading the Council's transition to the HM Land Registry's national digital register, ensuring local data is accurate, digitised, and future-proofed. The Land Charges service is a key part of the Council's Technical Services function and is committed to providing high-quality, efficient, and customer-focused support for the property market and wider community.

Purpose of this Post

The Land Charges Officer is responsible for the accurate and timely processing of Local Land Charge searches LLC1, CON29, and other statutory and non-statutory property search requests. Reporting to the Land Charges Team Leader, the role plays a vital part in supporting the delivery of an efficient and legally compliant Land Charges service. The post holder ensures the Local Land Charges Register is maintained accurately, works closely with internal departments to gather required information, and provides high-quality customer service to a range of external stakeholders including solicitors, conveyancers, and the public.

Key Job Specific Accountabilities

1. Processing Land Charge Searches:

- Prepare and process LLC1 and CON29 search requests in accordance with statutory guidance and Council procedures.
- Ensure the accuracy and completeness of search responses, drawing on data from internal systems and external information sources.
- Meet performance targets and statutory timescales for search turnaround and respond to enquiries in a timely and professional manner.

2. Maintaining the Land Charges Register:

- Support the ongoing maintenance of the Local Land Charges Register, ensuring records are kept accurate and up to date.
- Enter new charges, amendments, and removals into the register in line with relevant legislation and internal procedures.
- Assist with the reconciliation and validation of data in preparation for future HM Land Registry migration.

3. Data Collection and Collation:

- Liaise with internal departments such as Planning, Building Control, Legal Services, Highways and others to obtain accurate and current information for search responses.
- Ensure all required data is collected, recorded, and stored in accordance with the Council's data protection policies.
- Assist in the checking, formatting, and presentation of information included in search reports.

4. Customer Service and Stakeholder Engagement:

- Respond to queries from solicitors, agents, members of the public, and colleagues regarding the land charges process and specific search results.
- Provide advice and guidance in a clear, courteous, and professional manner.
- Escalate complex or contentious matters to the Land Charges Team Leader as appropriate.
- Manage access to the register for personal search companies

5. Compliance and Accuracy:

- Ensure all work complies with relevant legislation including the Local Land Charges Act 1975 and related regulations.
- Adhere to established procedures and quality assurance standards for the processing and issuing of search results.
- Maintain accurate audit trails of work carried out and ensure a high level of data accuracy at all times.

6. Support for Service Improvement and Projects:

- Contribute to service reviews and the ongoing improvement of systems and processes to enhance efficiency and quality.
- Support the Land Charges Team Leader with tasks related to the HM Land Registry migration project, including data checking and cleansing activities.
- Participate in team meetings, training sessions, and relevant working groups.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Support the delivery of the HMLR project

Essential Criteria

Qualifications:

- GCSEs (including English and Maths) or equivalent qualifications.

Knowledge:

- Understanding of land charges, conveyancing, or planning and property-related datasets.

Experience:

- Experience in land charges, planning administration, legal services, or property search processing is desirable.
- Committed to delivering a responsive, courteous, and professional service to a range of stakeholders.

Expertise:

- Proficient in the use of Microsoft Office applications and comfortable using electronic databases or GIS mapping systems.
- Good verbal and written communication skills, with the ability to liaise confidently with internal and external customers.
- High level of accuracy in reviewing information and producing search reports.
- Able to manage time effectively and handle multiple search requests within deadlines.
- Able to identify and resolve issues or anomalies in data and search results.
- Works well with others, sharing knowledge and contributing positively to the team's goals.
- Willingness to adapt to changing procedures, systems, and workloads.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimum exposure
- **Physical Demands:** Minimum exposure
- **Working Conditions:** No additional demands

Other Factors:

- Ability to travel throughout Westmorland & Furness and occasionally beyond.
- To model and display the corporate standards of behaviour.