

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Local Land Charges and Planning Technical Officer**Unit/Team:** Development and Enforcement Group**Grade:** Grade C**Service:** Growth and Investment**Reports to:** Senior Local Land Charges and Search and Systems Officer and
Development and Enforcement Manager**Issue Date:** March 2024

PURPOSE OF THE JOB

Responsible for the processing and despatching of Local Land Charges Searches. General administration of Local Land Charges service to ensure continued service improvement for the customer.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Provide an accurate and timely Local Search and enquiry and digitising service
- 1.2 Ensure the smooth and efficient running of the Local Land Charges function of the Council and the effective transfer of data onto the HM Land Registry
- 1.3 Maintaining and updating Local Land Charges Register, HM Land Registry portal, Planning register and Building Control Register in a timely manner
- 1.4 Administrator of the Local Land Charges computer system to liaise as necessary with other sections of the Council and external organisations to ensure the effective administration of the system
- 1.5 Liaising with appropriate Departments with regard to information required and dealing with enquiries from external Solicitors and Personal search agents
- 1.6 Provide an accurate and timely update of the relevant registers with appropriate registrations on receipt of street naming and numbering of new developments within a Borough
- 1.7 To lead in the administration of the planning and enforcement appeals and support the relevant officers during the process

- 1.8 To provide support to the Council's Section 106 & CIL Compliance Officer / Local Plan and CIL Monitoring & Research Officer

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Answering telephone, e-mail and postal enquiries
- 2.2 Organising meetings with other users of the system
- 2.3 Represent the Council attending various meetings, such as, LLCI, HM Land Registry as and when required
- 2.4 Monitoring and updating Land Charges statistics
- 2.5 Assisting the Planning Technical team staff with their duties as and when required, including the registering, checking, validating and consulting of applications, as well as the uploading of relevant documents and plans on to the Council's website through its planning software system and monitoring inboxes
- 2.6 Liaison with the Planning -Technical team staff to pass on and update information for the Land Charges System to ensure holiday and sickness cover and cover Planning Technical team staff in their absence
- 2.7 Any other duties considered necessary by the Senior Local Land Charges and Search and Systems Officer and Development and Enforcement Manager

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

- 4.1 Responsible for checking Warwickshire County Council invoices relating to search provision

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Searches data base and printer

6. EXTENT OF PUBLIC CONTACT

Contact with external Solicitors
Enquiries from the General Public
Personal Search Agency's with regard to Local Searches and Personal Searches
Receiving external visitors from other Authorities/Land Charges, Northgate.

7. WORKING CONDITIONS AND ENVIRONMENT

Office based.

Flexibility when attending Land Charges Meetings, User Meeting, and LLCl Seminars.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council’s rules and follow all reasonable management requirements. These are contained within: the Council’s Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:	
Manager	Date
Postholder	Date

PERSON SPECIFICATION



Post: Local Land Charges & Planning Technical Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
GCSE's grade A*-C /9-4 or equivalent, including mathematics and English, or demonstrate ability to an equivalent standard	E	A,D
Able to adapt and to implement change in working practices	E	A,I
Flexible approach to work	E	A
Knowledge of Local Land Charges and their purpose	E	A, I
Computer Literate and ability to use the various IT systems operating within the Service	E	A, R
Ability to work accurately under pressure and to prioritise	E	A, I
Advisory skills – be able to provide clear advice to assist with enquiries and to maintain an efficient and effective service	E	A,I,R
Good communication and numeracy skills both written and oral	E	A, I
A minimum of 6 months working in an office environment	E	A,R
Working knowledge of Microsoft Office	E	A,D
Ability to work unsupervised accurately in a small team and achieves targets	E	A,I
A commitment to work within our CAN DO values	E	A, I
NVQ Administration Level 2	D	A, D
Minimum 1 year Local Land Charges experience	D	A,R
Geographical knowledge including use of GIS	D	A
Able to manage and develop self	D	A,I

Working knowledge of the development management (Town & Country Planning) process in the United Kingdom and the range of associated administrative procedures	D	A,I,R
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Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D