

## JOB DESCRIPTION and PERSON SPECIFICATION

|                      |  |
|----------------------|--|
| <b>Post Title:</b>   | Local Land Charges and Information Officer |
| <b>Service Area:</b> | Democratic Services and Governance         |
| <b>Reports to:</b>   | Senior Information Governance Officer      |
| <b>Scale:</b>        | 3  |

### Overall Purpose of Job

- To be part of a team to provide accurate and timely Local Land Charges searches, respond to requests for information under the Environmental Information Regulations, Freedom of Information Act and Data Protection Act. To maintain the Local Land and Property Gazetteer.

### Guiding Organisational Principles

- Leading "Brilliantly"
- Being accountable
- Being in the Work
- Doing what matters for the customer
- Doing what matters for staff
- Designing against demand
- Doing Value work
- Reducing Waste
- Ambition for the Council
- Determination to succeed

### Key Roles, Tasks and Responsibilities

|     |  |
|-----|--|
|     | <b>Key Roles, Tasks and Responsibilities</b>   |
| 1.  | Register charges and otherwise maintain the Local Land Charges Register  |
| 2.  | Process Official Certificates of Search and additional enquiries of District Council service areas, obtaining information as appropriate from the County Council and checking and handling fees                |
| 3.  | Deal with internal and external enquiries relating to property search enquiries and the Local Land Charges Register in relation to Blaby District and partner authorities                                      |
| 4.  | Deal with requests for Information under the Environmental Information Regulations in relation to the Local Land Register for the area of partner authorities  |
| 5.  | Deal with requests for Information under the Environmental Information regulations in relation to all Environmental Information held by Blaby District Council.  |
| 6.  | Deal with requests for information under the Freedom of Information Act in relation to information held by Blaby District Council, to include liaising with internal departments who may hold that information |
| 7.  | Maintain a register of all information requests  |
| 8.  | Maintain, update and administer information systems including TLC  |
| 9.  | To use, maintain and update the Local Land and Property Gazetteer  |
| 10. | Assist with the compilation of performance information and reconciliation of invoices  |
| 11. | To provide excellent customer service handling searches in a proactive and timely manner   |
| 12. | Attendance at meetings within the County as required   |
| 13. | To perform any other duties commensurate with the post as the line manager requires  |

### Behavioural Competencies

|    |  |
|----|--|
| A. | Communicates                             |
| B. | Does the job well                        |
| C. | Works With Others                        |
| D. | Customer Focus                           |
| E. | Contributing Towards Effective Change    |
| F. | Continually Seeks to Improve Performance |

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| <b>Post Characteristics</b>           |      |
|---------------------------------------|------|
| Qualifications, essential experience  |      |
| Allowances                            | None |
| On call/emergency situations          | None |
| Politically restricted posts          | No   |
| Checks ( DBS/Baseline security check) | No   |

| <b>Health and Safety Responsibilities -</b> |   |
|---|---|
|   | <p>To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time.</p> <p>To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.</p> <p>To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.</p> |

| <b>Emergency Planning/Response Responsibilities</b> |   |
|---|---|
|   | To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents |

| <b>Job Description Details</b> |  |
|--------------------------------|--|
| Reviewed by:                   | Democratic Services and Governance Manager |
| Latest Version Date:           | July 2015                                  |

## **PERSON SPECIFICATION**

Job Title                      Local Land Charges and Information Officer

Division                      Corporate Services

Date completed              July 2015

Completed by                Democratic Services, Scrutiny and Governance Manager

| <b>Criteria</b>  | <b>Essential (E)/<br/>Desirable (D)</b>                        | <b>Method of<br/>Assessment<br/>(see overleaf)</b>                           |
|--|--|--|
| <u>Knowledge</u> <ul style="list-style-type: none"> <li>• General Administrative duties</li> <li>• Local Land charges (responsibilities and TLC)</li> <li>• Information Management responsibilities (EIR and FOI)</li> <li>• Local Land and Property Gazetteer</li> </ul>  | <p>E</p> <p>D</p> <p>D</p> <p>D</p>                            | <p>3,4</p> <p>3,4</p> <p>3,4</p> <p>3,4</p>                                  |
| <u>Skills/Abilities</u> <ul style="list-style-type: none"> <li>• Excellent computer skills</li> <li>• Ability to use software including word, excel and data base systems</li> <li>• Ability to understand maps</li> <li>• Excellent written and verbal communication</li> <li>• Ability to prioritise work</li> <li>• Ability to work with minimal supervision</li> <li>• Ability to work to deadlines</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>2,4</p> <p>2,4</p> <p>2,4</p> <p>3,4</p> <p>2,4</p> <p>2,4</p> <p>2,4</p> |
| <u>Experience</u> <ul style="list-style-type: none"> <li>• Working in an office environment</li> <li>• Maintaining/updating data base systems</li> <li>• Working as part of a team</li> <li>• Responding to and communicating with a variety of different people</li> </ul>  | <p>E</p> <p>D</p> <p>E</p> <p>D</p>                            | <p>3,4</p> <p>3,4</p> <p>3,4</p> <p>3,4</p>                                  |
| <u>Qualifications/Training</u> <ul style="list-style-type: none"> <li>• GCSE grade C in Maths and English (or equivalent)</li> <li>• Local Land Charges qualification</li> </ul>   | <p>E</p> <p>D</p>  | <p>3,5</p> <p>3,5</p>  |

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence