



## ADUR & WORTHING COUNCILS

### Job Description

<b>Authority:</b>	WBC/ADC
<b>Directorate:</b>	Planning and Development
<b>Section:</b>	Local Land Charges
<b>Post Title:</b>	Land Charges Assistant
<b>Post Number:</b>	10011
<b>Accountable to:</b>	Senior Land Charges Officer
<b>Management responsibility for:</b>	none
<b>Authority to liaise with:</b>	Such Officers of other departments, solicitors acting for other parties, Search Companies and members of the public and such other persons and organisations as may, from time to time, be necessary to carry out the duties of the post.
<b>Meetings attended on a regular basis:</b>	Team Meetings
<b>Work Style</b>	Fixed pending the implementation of a new digital IT solution.

#### Principal purpose of job (role summary)

To provide temporary administrative assistance in ensuring a prompt, accurate and efficient Local Land Charges Service. The Team maintains the formal register of legal, planning and financial charges etc affecting a property, as well as keeping records of all the other matters that a person in the process of buying property will need to know about. All this information must be gathered from various sources, collated, and sent to the person requiring the information as efficiently and quickly as possible to comply with local and national performance targets.

#### Main duties, tasks and responsibilities of post holder

1. To manage the generic Local Land Charges email account by dealing with emails received in the Inbox ensuring queries are dealt with efficiently.
2. To respond to Adur and Worthing Environmental Information (EIR) requests (Personal Searches) of the Local Land Charges Register using the Councils back office computer system (currently Northgate M3 system) to prepare the report and despatch the report. Ensure appropriate file copies are kept of all transactions.

3. To respond to requests for Full Searches including any additional Con 29 questions using the Councils back office computer system. This will involve liaising with other Sections of the Council to ensure that all Searches contain the correct up to date information (including Planning, Building Control, Environmental Health and Housing).
4. Refer questions regarding highways to West Sussex County Council, via an electronic link, and input responses on to the Land Charges ICT system.
5. Answer enquiries by phone, letter or email, deciding the correct course of action and passing enquiries on to other Departments where appropriate.
6. To maintain the Local Land Charges Register at all times updating the Register to incorporate new Charges where appropriate, liaising with other Sections to ensure Charges are correctly identified and updated.
7. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
8. Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any Section of Planning and Development from time to time as required.
9. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
10. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	February 2019