**Job Profile Information**

**This supplementary information for Local Land Charges Assistant is for guidance and must be used in conjunction with the Job Capsule for Level 2, Zone 1, Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:** To work as part of a team assisting the Senior Local Land Charges Officer/Local Land Charges Manager, in ensuring the delivery of an effective and efficient provision of the Local Land Charges service, to anyone who wishes to search on land/property within the London Borough of Camden.

**Example outcomes or objectives that this role will deliver:**

1. To assist with maintaining and updating the Local Land Charges Statutory Register in accordance with existing, amended or new legislation, internal audit requirements and filing and achieving systems.
2. To undertake text processing as required including entries for the Local Land Charges Statutory Register and from service departments.

1. To conduct Official Searches of the Statutory Register and enquiry functions using the Local Land Charges Computer Systems and manual card index system; including assisting members of the public or personal search companies. To carry out all relevant search and enquiry functions using the GIS computer system.
2. To assist the Senior Local Land Charges Officer with the preparation of information for the Land and Property Gazetteer computer system. Carrying out checking procedures as required.
3. To assist in the operation of systems for the receipt and despatch of mail and the receipt and banking of all cheques/postal orders received, ensuring strict compliance with the Council’s Financial Regulations.
4. To assist the Local Land Charges Manager or Senior Local Land Charges Officer when required with the provision of statistical information and reports.
5. To respond to delegated correspondence and enquiries for the Local Land Charges Office as required from a wide variety of internal and external sources, dealing effectively with those enquiries, assessing their relative importance and ensuring these are directed to the most appropriate person or section for action.
6. To assist in the updating and maintenance of the Local Land Charges Office quality records and to maintain both manual and computerised filing systems.

**People Management Responsibilities:**

No managerial or supervisory responsibilities

**Relationships:**

The jobholder is required to maintain key contacts and relationships with:

* Local Government Association
* Lands Tribunal
* Departments for Culture, Media & Sport and Environment Food & Rural Affairs
* Ministry of Housing, Communities & Local Government
* Lord Chancellors Department
* Members of the public
* External solicitors/Organisations
* House of Commons MPs
* Local Councillors
* Commons Commissioner
* Officers in Local Authorities
* Personal; search agencie

**Work Environment:** The job holder is required to work flexibly to meet conflicting priorities and to supervise and delegate work priorities to administrative assistants as stated in the main duties and responsibilities. The job holder is required to work in an office environment. To assist generally with Local Land Charges correspondence and enquiries from members of the public, other council departments, and external organisations.

To attend the Local Land Charges Institute meetings hosted by various Local Authorities, at various locations.

 There are no major physical demands to the job with low-level risks involved in the office

**Technical Knowledge and Experience:**

* Experience of the Local Land Charges Act 1975 and associated relevant Legislation.
* Knowledge of the CON 29 Form of Enquiry and relevant legislation.
* Ability to communicate effectively orally and in writing with people at different levels both within and outside the Council.
* Ability to understand, analyse, evaluate and extract information from documents, map based data and to assimilate new information quickly.
* Ability to work in a Methodical, accurate and able to pay close attention to details.
* Ability to communicate effectively orally and in writing with people at different levels both within and outside the Council.
* Experience of using windows based computer Systems to input data and retrieve information.
* Ability to prioritise and organise workloads, within tight deadlines.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

****