

Job Profile - Local Land Charges Assistant

Job Title: Local Land Charges Assistant

Job Grade: Level 2, Zone 1

Salary Range: £27,058 - £29,174

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

We are looking for a Local Land Charges assistant 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.

The role includes the following responsibilities:

- 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.
- To undertake text processing as required including entries for the Local Land Charges Statutory Register and from service departments.
- 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.
- 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.

- 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.
- To assist the Local Land Charges Manager or Senior Local Land Charges Officer when required with the provision of statistical information and reports.
- 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.
- To assist in the updating and maintenance of the Local Land Charges Office quality records and to maintain both manual and computerised filing systems.

About you

- 1) You will have knowledge of Local Land Charges including knowledge of the relevant legislation (Local Land Chares Act 1975 and associated legislation)
- 2) You will seek to ensure that all correspondence, written and telephone enquiries and complaints are dealt with within target response times and that quality and content meet required standards and strive to provide excellent customer care to both internal and external customers.
- 3) You will have the ability to understand, analyse, evaluate and extract information from documents, map based data and to assimilate new information quickly.
- 4) You will be methodical, accurate and able to pay close attention to details.
- 5) You will have experience of using windows based computer systems to input data and retrieve information.
- 6) You will have the ability to prioritise and organise workloads, within tight deadlines.

Work Environment:

Right now we are mainly working from home and will provide flexible working arrangements to suit your circumstances on an ongoing basis. You will be required to work in the office once a week occasionally attend external meetings.

People Management Responsibilities:

No managerial or supervisory responsibilities

Relationships:

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

- Reports to the Local Land Charges Manager and Senior Local Land Charges Officer.
- Partnership working with other services within the council and elsewhere e.g. highways, housing, environmental health, building control, planning, residents, elected members, search agencies, HMLR and solicitors.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,