

Assistant Highways Registry & Local Land Charges Officer - Grade 6

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The Highways Registry & Local Land Charges team holds the Council's statutory highways and local land charges registers. You will help to maintain accurate and relevant electronic and paper registers, and will answer Local Authority searches to a high degree of accuracy, in addition to responding to queries from a wide range of customers including utility companies, the Police, the public, and the Highways Engineering Community.

This role is based within Economy, Skills and Environment (Place). Click here to find out more [●](#)

The Job

Working as part of a small team, you will help to maintain the local land charges register, which is the legal record of charges registered against land or property in the Kirklees area. The register is electronic in format, although supported by some historic paper records.

You will also assist with the maintenance and upkeep of the Council's highways records, including the electronic List of Streets for the district, the classified roads registers and other historical paper archives including historical maps.

A key task will be responding to Local Authority searches in an accurate and timely manner. Local Authority searches are searches of the registers carried out on behalf of house buyers and solicitors and play a crucial role in the smooth operation of the local property market.

The team also handles a large number of highway related enquiries from the public, Councillors, the Police, and the wider highways community. Enquiries are received by phone, email, service request, letter and in person.

Although many of the archived records are paper based, the majority of records are now held electronically and IT features prominently in the role.

The job is largely office based although some site work may be required over time.

Job Checklist

- * Works well with other members of the team to ensure that work is turned around in a timely manner and both individual & team priorities are met.
- * Works according to Council standards & procedures and in line with health & safety requirements.
- * Updates the various registers and other records in a timely & accurate fashion, digitizing electronic records where appropriate.
- * Ensures that requests for searches are validated and circulated to relevant departments for response.
- * Answers searches in a prompt & accurate manner.
- * Compiles & checks searches and returns to customers, addressing any customer issues.
- * Responds promptly and helpfully to highways enquiries by email, letter, phone or in person.
- * Carries out highways site inspections when required.
- * Assists with the team's weekly & monthly financial commitments including raising invoices and carrying out the collecting officer function.

To see your responsibilities related to safeguarding click [here](#) and go to the header Employment policies.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

The role is largely office based so you should be comfortable working indoors in a busy office environment.

The Highways Registry & Local Land Charges Team is a small team. You should enjoy working in such an environment, where your efforts are important to the team's success.

The work involves the upkeep of various records, both electronic & paper based, and including historic archives. You should have an orderly & organised approach to work and an eye for detail, while an interest in record keeping and in the history of the district would be of benefit.

Local Authority searches are turned around to tight timescales. You should be comfortable working to deadlines.

The role is varied and involves carrying out a number of different tasks each day/week. You should enjoy variety in your work and be able to work flexibly.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 1. To find out more about Council Behaviours please click [here](#) and click on the tab "Working for Kirklees".

Person Checklist

- * Good numeracy & literacy skills.
- * Can demonstrate good customer service skills and interact professionally with a range of customers, including the legal & engineering professions and the public.
- * An orderly and organised approach to work and an eye for detail.
- * Strong IT skills and a willingness to learn new specialised software applications.
- * Comfortable working indoors in a busy office environment.
- * Shows a flexible approach to work and enjoys variety in their job.
- * Can work to tight timescales in a calm & productive manner.
- * Enjoys working as part of a small team and making a significant contribution to team goals.
- * Has a good working knowledge of office health & safety practices.
- * A full and valid Driving Licence to be able to drive Council pool cars to carry out occasional site inspections.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to **provide evidence** of how you meet all the points in the Job and Person Checklists.