

Day in the life

Assistant Highways Registry & Local Land Charges Officer – Grade 6 (Local Land Charges)

Highways Registry & Local Land Charges is a small team which holds the Council's statutory highways & local land charges records and carries out a wide range of duties in respect of both functions.

The Highways Registry side of the team holds the statutory highway registers & archives and receives a large number of enquiries each day from both internal & external customers, in addition to carrying out various highway licensing functions.

Local Land Charges is primarily concerned with maintaining the statutory local land charges register and answering property searches (which are required by anyone buying a home), although the team also carries out a number of duties in respect of village green & common land matters.

While staff are required to work across both functions of the team when the need arises, this role will focus primarily on the local land charges function.

The Assistant HR & LLC Officer (Local Land Charges) will work alongside an existing Assistant HR & LLC Officer (Local Land Charges) to support the Senior Local Land Charges Officer in ensuring that the team's obligations are met.

The successful applicant should enjoy working in a small, busy team where working to a deadline is a central part of the role, due to the need to complete searches within a set time period. An eye for detail and an organised approach to work is also of importance, due to the need for a high level of accuracy in answering searches.

Extensive on the job training will be provided due to the specialised nature of the work. This includes training in the use of several IT packages including SwiftSearch, Kompass GIS Mapping and MapInfo.

Over the course of a typical day, the post-holder might find themselves:-

- * updating the local land charges register as new charges arise or expired charges require removing;
- * answering property searches accurately and within a limited time period;
- * liaising with the other Council departments who answer specific questions on the search form;
- * raising invoices, taking card payments, processing cheques and keeping accurate financial records for audit purposes;
- * responding to emails & telephone calls from customers relating to their search requests or from private sector search agents wishing to inspect the team's records;

- * assisting members of the public who wish to inspect the common land and town & village green registers.

The team is based at Flint Street in Fartown, Huddersfield as part of the wider Public Protection Service, although staff will also be expected to work from home for part of their week. There is a staff car park adjacent and a regular bus service to Huddersfield town centre and other areas of Kirklees.