

Legal Services

Local Land Charges Officer Job Description and Person Specification

July 2025

Job Description

Job Title:	Local Land Charges Officer
Directorate:	Assurance
Function:	Legal Services
Team:	Legal Services
Post number:	LS2006
Grade:	LBR 06
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours
Base location:	London Borough of Redbridge
Reports to: <i>Job title</i>	Principal Lawyer (Property and Planning)
Responsible for: <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of workers, trainees and work placement staff on occasion
Role purpose and role dimensions: <i>Overview of the job</i>	<p>The role performs all tasks relating to the Local Land Charges Service:</p> <ol style="list-style-type: none"> 1. Provide a statutory Land Charge search service for purchasers of properties and their Solicitors. 2. To assist in maintaining the Statutory Local Land Charges Register. 3. The processing of land charge searches. 4. Associated customer service duties. 5. To assist with the migration of the local land charges register information to one accessible place at the HM Land Registry.
Key external contacts: <i>Organisations</i>	External lawyers, the Land Registry, service users.
Key internal contacts: <i>Job titles or groups of staff</i>	Managers and officers in other service areas of the Council, solicitors within the team
Financial dimensions:	Dealing with payments for Land Charges/Legal Services
Key areas for decision making:	Drafting correspondence, documents, notices, orders, giving advice in writing and on the telephone and in person Issuing proceedings
Other considerations: <i>E.g. working patterns</i>	Flexible working considered

Key accountabilities and result areas:	Key elements:
Provision of Land Charges Service	<p>This will involve:</p> <ul style="list-style-type: none"> • Manage the Land Charges Service as and when required. • Undertake work relating to the Council's statutory obligations under the Local Land Charges Act 1975, the Rules 1977 and the Commons Registration Act 1965 ensuring maximum accuracy and effectiveness in the delivery of the service to solicitors, search agencies, private individuals and Council Departments. • To receive and log searches and to prepare replies and ensure accuracy of responses before despatch by individually checking prior to signing on behalf of the Executive Director and filing completed Search Certificates. • To have supervisory responsibility for the self-service system of Personal Searches – to search GIS, (Geographical Information Systems) e.g. MapInfo Professional. • Deal with any correspondence and additional enquiries arising from Searches. • Supplying copies of agreements to solicitors when required. • Update and maintain the Local Land Charges Register. • Provide miscellaneous information on all properties throughout the Borough to all Council services whenever required. • Accessing planning records to obtain all planning information relating to answering the Con29 form. • Responsible for the quick turnaround of searches to accord with Council policy and Local Performance Indicators and monitoring the same by the provision of weekly statements to the Head of Policy and Governance, Borough Solicitor and the Legal Business Manager, so that potential backlogs can be rectified and contingency arrangements can be made. • Attend relevant courses, conferences, meetings of Surrey Land Charges Officers and meetings of Association of Local Land Charges Officers in order to keep abreast of changes in the law and procedures affecting Local Land Charges. • Record and supply information to the Senior Accountant regarding numbers of incoming searches and breakdown of fees received. • To carry out any other duties which may from time to time be allocated by the Principal Lawyer, Chief Legal Officer and Operational Director of Assurance either on a continuing or ad hoc basis.
Research	<p>This will involve: Keep up to date with new and proposed legislation which may affect the Land Charges Service and other developments</p>
Administration	<p>This will involve: Assisting and supporting other members of the Team in so far as it relates to Local Land Charges.</p>
Flexibility	<p>This will involve: The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.</p>

Person Specification		Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important	
Job Title:	Local Land Charges Officer	A - I - T	Weighting
Knowledge and Qualifications:	<ul style="list-style-type: none"> • Good general standard of education • Knowledge of the local land charges • NVQ in Administration or Local land Charges Qualification 	A AI A	3 3 2
Experience	<ul style="list-style-type: none"> • Experience of working within Land Charges, working within clear guidelines and procedures to produce appropriate legal documents. • Experience of working in an admin / office environment. 	AI AI	3 3
Skills	<ul style="list-style-type: none"> • Good communication skills - Able to communicate effectively with work colleagues and client departments verbally and in writing. Confident telephone manner. • Able to deal politely and sympathetically with a wide range of people including members of the public, ensuring Council policy and statute are adhered to. • Able to work on own or as part of a team. • Good PC skills, with accurate data entry skills. Ability to gather and analyse data 	I I AI AI	3 3 3 3
Team Working	Works as a member of a team and from time to time with different discipline professionals.	A	3
Adaptability	Adapts to change brought about by internal procedural and operational changes, externally the law and professional standards.	AI	3