

# Job Pack

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Local Land Charges  
Apprentice



Lewes District Council



Working in partnership with Eastbourne Homes

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## Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

***“The best of town, country and coast”***

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## Job Description

<b>Post Title</b>	<b>Local Land Charges Officer</b>
<b>Service Area</b>	<b>Corporate Services</b>
<b>Team</b>	<b>Democratic Services</b>
<b>Grade / Salary</b>	<b>£16,823.42</b>
<b>Reports to</b>	<b>Land Charges Team Lead</b>
<b>Date Prepared</b>	<b>1<sup>st</sup> March 2021</b>

### Job Purpose

To maintain and update the Local Land Charges Register in accordance with statutory requirements and to process LLC1 and Con29 searches. To answer enquiries from solicitors and private companies – accurately and within timescales to ensure that purchasers’ legal advisors are fully informed of matters affecting a property.

### Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To Promote a culture that is supportive of the Council’s purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council’s activities.
4. To understand and apply the council’s Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support the councils corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
7. To work within the Council’s Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

## Core Competencies

<b>Sharing the Vision – Shaping the Future</b>	<ul style="list-style-type: none"> <li>• Understands the Council’s purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it</li> </ul>
<b>Communicating Well</b>	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
<b>Driving Improvement Performance &amp; Results.</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Self motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
<b>Delivering for our Customers</b>	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives.</li> </ul>

## Key Tasks

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

1. To maintain and update the local land charges register in accordance with statutory requirements.
2. To process and reply to LLC1 and CON29 search enquiries submitted by solicitors and private companies.

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3. To ensure Competent Persons Certificates are logged on the relevant systems.
  4. To ensure that legislation in relation to personal searches and Environmental Information Regulation Searches are adhered to and that the information is correct and provided within the statutory timelines.
  5. To liaise with the County Council regarding highways and common land registry enquiries and to be able to pick up on any anomalies in the search replies in relation to these.
  6. To liaise with Solicitors on the progress of searches and deal with follow up queries once the search results are received back by the Solicitor.
  7. To liaise with internal client departments to ensure that all information relating to a particular property/land site is recorded onto every system and with the legal section to clarify the requirements of planning obligations.
  8. To be able to carry out the planning and building regulation enquiries using the council's planning system.
  9. To bring to the attention of the Land Charges Team Lead any anomalies/unusual information, that they find on any submitted search paperwork; either via the NLIS computer system or received externally.
  10. To be responsible for the processing of payments received, checking the correct search fees have been paid by Solicitors or Private Companies. Ensuring that any payments not received are requested.
  11. To calculate the VAT element on payments received for searches by cheque and provide this information to the Finance Department. To maintain and update the Daily List which details payments made by BACS and cheque; to break them down and apply the necessary VAT coding.
  12. Assist in Election duties when required

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# PERSON SPECIFICATION

## QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"><li>• Good standard of general education including GSCE at grade C or above or equivalent in English and Maths (or qualified by strong relevant experience).</li></ul>	

## TRAINING

Essential	Desirable
<ul style="list-style-type: none"><li>• Willingness to undertake relevant training.</li></ul>	

## SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none"><li>• Ability to work under pressure and to meet deadlines.</li><li>• Methodical, organised, with a keen eye for details.</li><li>• Good IT and keyboard skills.</li><li>• A flexible and positive attitude</li></ul>	

## KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"><li>• Good working knowledge of Microsoft applications including Excel and input.</li><li>• Data protection</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Local Land Charges</li></ul>

<ul style="list-style-type: none"> <li>• <b>Equalities</b></li> </ul>	
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**EXPERIENCE**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Working in a team environment</li> <li>• Excellent communication skills both verbal and written.</li> <li>• Experience of having worked in a role that uses IT regularly to input and retrieve data</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working for local authority</li> <li>• Experience of working for a land charges department</li> </ul>
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**PHYSICAL, LEGAL AND OTHER REQUIREMENTS**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An engaging, enthusiastic and positive manner with a strong “can do” approach.</li> <li>• Willingness to work within the council’s Core and Management Competency Framework.</li> </ul>	<p><b>Desirable</b></p>
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*All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.*



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## LEVEL 3 BUSINESS ADMINISTRATION APPRENTICESHIP

The Level 3 Business Administrator Apprenticeship has been designed to develop an employee's skills, knowledge and behaviours in a broad range of areas relevant to their role as an administrator. Employees on this apprenticeship programme will be expected to show initiative, manage priorities and their own time, problem-solve and make decisions while delivering their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. Running a work based project is required as part of this apprenticeship.

### Learners will study the following topics:

- Using IT systems to write emails, create proposals and produce spreadsheets
- Maintaining records and files
- How to build positive working relationships
- Communications skills
- Resource planning
- Project management techniques

### Qualifications/Certifications achieved on completion:

- Apprenticeship Certificate (Pass or Distinction)
- Level 3 Advanced Diploma in Business Administration (optional)
- Level 2 Functional Skills English and Maths (equivalent to GCSE grade A-C or level 9-4) unless exempt

### Progression & Professional Recognition:

The administration role may be a gateway to further career opportunities, such as management or senior support roles. Higher apprenticeship learning programmes are available for consideration.

**Typical Duration:**  
18 months

**Cost:**  
Dependent on age of learner and size of business

**Delivery:**  
100% work based

**Delivery Location:**  
Workplace

**Entry Criteria:**  
Set by the employer and dependent on job responsibilities. All learners will be required to complete an English and Maths initial assessment prior to the start of the apprenticeship

**Level:**  
3 (Advanced)

**Start Date:**  
Various

**End Point Assessment:**  
Yes





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# TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

## **Duration**

This is a fixed term 2 year contract.

## **Conditions of Service**

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

## **Salary**

The salary is £ 16,823.42 per annum

## **Hours**

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

## **Place of Work**

Your normal place of work will be from home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can support remote working and anticipate that, further to induction and training, presence in the office or, if applicable, for site visits or other council activity, will be occasional.

## **Agile Working**

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

## **Probationary Period**

All posts are subject to a six months' probationary period where your suitability for the post will be assessed.

You will have regular meetings with your manager to review progress, agree targets for your apprenticeship and discuss any problems or issues you may have. We recognise that your role as an apprentice means that we are responsible for ensuring you receive training and support within the workplace. Furthermore, we appreciate that initially you will not have the same level of experience, skills and knowledge as other employees. However, we require you to meet satisfactory levels of conduct and performance relevant to your role.

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## Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

## Notice Period

The contract of employment applicable to this post will specify a minimum period of one calendar month, to be given by either side.

## Baseline Personnel Security Standard Check

In the course of your work you will have access to data classified as Restricted by the Government and will therefore be subject to a Standard Baseline Personnel Security Check. Any unspent criminal convictions must be declared.

You should note that your employment in this post remains subject to satisfactory 'disclosure' records being received from Disclosure Scotland.

## Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

<b>Pay Range</b>	<b>Contribution</b>
Up to £14,600	5.5%
£14,601 to £22,800	5.80%
£22,801 to £37,100	6.50%
£37,101 to £46,900	6.80%
£46,901 to £65,600	8.50%
£65,601 to £93,000	9.90%
£93,001 to £109,500	10.50%
£109,501 to £164,200	11.40%

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£164,201 or more	12.50%
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The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 5.8%