



Job Title:	Property Information Support Apprentice
Service Area:	Planning Services Support
Team:	Development Management
Salary:	Apprentice Rate

Job Description

Main Purpose of Job:

To assist in the administration of the Land Charges Service and provide support to the Property Information Team.

Our Values

You will be expected to work in line with our values which are:

Proud - Believing in who we are, what we do and where we live
Dynamic - Transforming the future with you in mind
Truthful - Honest and clear in all we do
Good Value - Delivering outstanding services, smartly & economically
United - Whoever we work with, we work as one team

Key Responsibilities:

1. Preparation and/or collation of information relevant to the job, and it's use.
2. To generally assist with the administrative/clerical work and efficient operation of the Property Information and Land Charge Service.
3. To type all types of documents including letters, reports, and property enquiries, etc. as required, to include the use of word processing and other computer software packages.
4. To type and assist in the preparation of Registration, Full Search, Environmental Information Regulations & Freedom of Information Act requests.
5. To retrieve information from computerised data, microfiche, registers, files and other records including applications and consultation responses submitted electronically.



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6. To maintain the Local Land Charges (LLC) Register and other land and property records. Ensure the validity of the LLC Register for its ongoing correctness in accordance with statutory legislation and national conventions.
7. To carry out indexing of documents in to the Corporate Document Management System. These may include both hard copy documents and those received electronically as well as large format drawings and the need to complete quality checks and any necessary remedial action.
8. To process land and property enquiries received under the Environmental Information Regulations, Freedom of Information Act and Local Land Charges Act. Register and validate all enquiries.
9. Communication and consultation with staff and managers.
10. To assist in the arrangement of meetings, produce and circulate agendas and take notes.
11. To assist in the provision of specialist support and advice to end users and service areas within the Council regarding the use of Land and Property Systems.
12. Preparation and dissemination of information for or to other teams within the organisation.
13. To maintain both manual and computer records/filing systems accurately and up-to-date.
14. To process Planning and Building Regulation applications using the Council's GIS system.
15. Accounting and financial responsibilities, including budgeting.
16. To collect fees including the verification of BACS payments, cheques and ensure financial regulations re complied with.
17. A requirement to undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
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19. To promote and adhere to the workplace values of our organisation.

Line Manager: Planning Support Service Manager

Political Restriction:

This post is not politically restricted.



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Note: This is a description of the job as it is constituted at April 2020 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council's aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.



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Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Computer literate with at least 2 years keyboard/typing experience. • Word and Excel experience. 	<ul style="list-style-type: none"> • GIS/CAPS/IDOX/Accolaid experience.
Skills and Abilities:	<ul style="list-style-type: none"> • Able to work independently and use initiative but within a team environment. • Able to handle interruptions. • Helping members of the public – customer focussed. • High level of accuracy. • Ability to accept changing priorities. • Ability to work under pressure. • Ability to work to and meet deadlines. • Able to follow written processes. 	
Education and Training	<ul style="list-style-type: none"> • 4 GCSEs at grade C and above or Grade 4 - 9 including English and Maths. • Computer literate. 	
Other Requirements	<ul style="list-style-type: none"> • A commitment to own development and to supporting training and development initiatives. • An ability to relate effectively with other officials, external agencies, elected members and the public 	<ul style="list-style-type: none"> • Able to work across our office locations on occasion.