



Information pack for the post of
Local Land Charges Officer (12-month contract)
Job reference number 1333
Closing date: 30 October 2026 (noon)
Interview date: week commencing 16 November 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:
www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Advert

Local Land Charges Officer (12-month contract)

Salary £ 32,687 - £ 35,639 pa

36 hours per week

Are you highly organised, detail-oriented and looking for an opportunity to work in a vital front-line local government service?

Spelthorne Borough Council is seeking a **Local Land Charges Officer** to provide maternity cover on a **12-month fixed-term contract**. This is an excellent opportunity to join our Place, Protection and Prosperity team and play a key role in delivering an efficient and accurate Local Land Charges service.

About the role

As Local Land Charges Officer, you will be responsible for processing Local Land Charges searches, maintaining the Local Land Charges Register, responding to customer enquiries and ensuring the accuracy of essential property-related information held by the Council. You will work closely with colleagues across Planning, Building Control, Environmental Health, Legal Services and external organisations including Surrey County Council and HM Land Registry.

Key responsibilities include:

- Processing and dispatching official Local Land Charges searches.
- Maintaining and updating the Local Land Charges Register.
- Liaising with HM Land Registry and Surrey County Council.
- Producing performance and statistical reports.
- Managing and updating records, procedures and SharePoint information.
- Supporting service improvements and ensuring compliance with legislation and best practice.
- Providing excellent customer service in responding to enquiries by telephone, email and post.

About you

We are looking for someone who:

- Has strong IT skills.
- Demonstrates excellent attention to detail and accuracy.
- Is adaptable, proactive and willing to learn.
- Has good organisational and communication skills.
- Can manage competing priorities and work both independently and as part of a team.
- Experience in Local Land Charges, planning administration or a similar local government environment would be advantageous, although training will be provided for the right candidate.

Why work for us?

At Spelthorne Borough Council, we are committed to supporting our employees through flexible working arrangements, career development opportunities and a positive working environment. We value diversity and are committed to equality of opportunity for all.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

Please note as part of the employment checks this post will subject to a BPSS (Baseline Personnel Security Standard) which includes a basic Disclosure & Barring Service (DBS) check.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Under Local Government Reorganisation, TUPE (Transfer of Undertakings Protection of Employment) consultation started on 28 September 2026 and will run until 20 November 2026.

Please note that the consultation covers all directly employed staff with a contract of employment on 1 April 2027 and if you are successful in your application, you will be notified how you can feed into the consultation process if applicable.

To apply for this role, you must be available to start by end of January 2027 at the latest.

Thank you for your interest in our vacancy and we wish you well with your application.

Closing date: 30 October 2026

Interview date: w/c 16 November 2026

To apply please use the 'apply online' button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Job Description

Date Prepared: September 2026
Post Title: Local Land Charges Officer
Post Number: 4902 Grade: 5
Section Head: Group Head Place, Protection and Prosperity
Report To: Group Head

General Duties: To provide an efficient and accurate Local Land Charges service

Essential Requirements: IT skills
Ability to demonstrate good attention to detail
Adaptability and a willingness to learn

General Responsibilities: Equal Opportunities:
The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:
The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

GDPR:
The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Particular duties and responsibilities:

Local Land Charges

1. Collect and distribute post and deal with general enquiries via post, email or telephone.
2. To process, validate and dispatch all Official searches (whether received electronically, via email or by post) including obtaining Surrey County Council Highways team replies.
3. Update the LLC Register accurately on a daily basis.
4. Ensure they are transferred and accepted by HMLR overnight.

5. Liaise with HMLR on a regular basis, integrate monthly reports received from HMLR to ensure entries are accurate and report any issues to our relationship manager.
6. Attend HMLR and LLCI meetings for updates on changes and progress reports to the government backed LLC Migration Programme.
7. Prepare monthly reports collating LLC statistics and performance indicators to Management Team.
8. Update TLC software as and when required by IDOX, including testing before going into live service liaising with ICT.
9. Undertake audits of the system to maintain the accuracy of search results.
10. Liaise with officers of the Council to ensure that information required for LLC searches is accurate and up to date, i.e. Planning DM, CIL, Independent Living, Legal, Environmental Health and Building Control.
11. Liaise with highways officers of Surrey County Council to ensure that information they provide for registrations and LLC searches is accurate and up to date.
12. Deal with registration requests from Surrey County Council Legal team, ensuring they are accurate and adding them to the LLC register as soon as received.
13. Process copy document requests for clients.
14. To provide assistance and support to the Section Head in respect of dealing with any changes to the service following the introduction of new Legislation.
15. Maintain the LLC SharePoint site, updating, amending and deleting information as required.
16. S106a Site – LLC officers to create and maintain the site on behalf of Planning DM, Planning Enforcement and CIL/S106 teams. Ensuring that documents are accessible, provide permissions to ensure that the relevant teams have access to those documents applicable to their role.
17. Procedures – create, maintain and update procedures for all elements of the LLC Officer role.

General

1. Following a request from Group Head LLC will provide admin support to Economic Development in uploading their Invoice requests to Payment system.
2. Liaise with Health and Safety in relation to hybrid working ensuring that our office and homeworking work environments are safe and accessible.
3. Liaise with Resilience to ensure that plan is up to date.
4. Attend Uniform User monthly meetings.
5. Liaise with other LLC teams re the LGR programme.
6. Carry out such other duties as may be required by your Group Head/Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

In accordance with the Disability Discrimination Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Local Land Charges Officer

Post number: 4902

Key job requirements	Desirable/ essential	Testing mechanism
1. Skills		
High Level of organisational ability	Essential	Application/Interview
Ability to work unsupervised	Essential	Application/Interview
Attention to detail	Essential	Application/Interview
Effective communication skills	Essential	Application/Interview
Effective use of IT	Essential	Application/Interview
2. Experience		
Experience of Microsoft Office	Essential	Application/Interview
Experience of using/developing use of computerised systems	Essential	Application/Interview
Experience in a land charges office	Desirable	Application/Interview
Experience in local government	Desirable	Application/Interview
3. Knowledge		
Knowledge of land charges legislation	Desirable	Application/Interview
Knowledge of computerised service delivery	Desirable	Application/Interview
4. Qualifications		
GCSE (or equivalent) grades A-C in Maths & English	Essential	Application
IT qualification	Desirable	Application
Land Charges Qualification	Desirable	Application

Post: Local Land Charges Officer

Post number: 4902

Key job requirements		Desirable/ essential	Testing mechanism
5. Personal Qualities			
Ability to work within a team		Essential	Application/Interview
Ability to carry out tasks in professionally and under pressure		Essential	Application/ Interview
Adaptability and willingness to learn		Essential	Application/Interview