Job Title: Land Charges Coordinator Sustainable Development   
Grade: 7

Our Vision

**Our Vision**

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council’s Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire’s Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

* Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership
* Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality
* Improving customer satisfaction with Staffordshire County Council and enhance its reputation
* Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality
* Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future
* Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims
* Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice

Reporting Relationships

Responsible to: Road Adoptions and Land Charges Manager

Responsible for: Supervision of Technical Support Officers

Key Accountabilities:

1. To ensure the Land Charges team under the supervision of the post holder complies with relevant regulations associated with this work area.

1. To coordinate work on a day-to-day basis and review the implementation of the Best Value Improvement Plan for the Land Charges section.

1. To ensure that digitally enabled highway extents are provided to meet the ‘e’ government agenda and that the information and data handling systems necessary to respond to enquiries are developed, maintained and improved.

1. To contribute to the development, strategy and formulation of a policy relating to setting of the fees and charges for the supply of Local Land Charges information.

1. To maintain an up-to-date knowledge of land charges legislation and to develop methods of working that deliver quality services and to monitor and initiate any necessary change for the improvement and the quality of services provided in respect of local land searches.

1. When required attend and contribute to local and national user-group meetings and seminars to maintain best-practice policies.

1. For those staff under the post holder’s shared responsibility, conduct regular 1-2-1 conversations and review development needs as required.
2. To operate County Council and Service Area policies, regulations and procedures in relation to the work of the postholder,
3. It may be necessary on occasion for the postholder to work outside normal office or contractual hours e.g. site visits/site inspections/meetings.
4. To comply with Health and Safety responsibilities within this role, as outlined in under Staffordshire County Council’s Health and Safety Policy.
5. To be prepared to undertake further training as and when required and to undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * NVQ level 3 in an appropriate discipline or relevant experience * NEBS Supervisory Management or equivalent | A  A |
| **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Knowledge and understanding of Local Land Charges legislation and procedures. * Willingness to work with external bodies such as Midland Service Improvement Group, District & Parish Councils, Local Partnerships and elected members. * Working knowledge in the design and maintenance of computer based information systems. * Understanding of the operation of S106 Agreements and S38 Agreements for the adoption of new streets and construction of off-site improvement works. * Understanding of and experience with SAP or similar financial monitoring system. * Experience of supervising others and assessing performance and development. * A current valid driving licence. | A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Ability to work independently, demonstrating initiative and as part of a multi-disciplinary team * Good attendance record * Excellent interpersonal skills and the ability to enhance customer relationships * Effective planning and organizational skills with the ability to prioritise | A/I  A/I  A/I |

This post is designated as a casual car user

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**