

**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- A working knowledge of the Local Land Charges process.
- Experience in processing Local Land Charges search applications.
- Experience of maintaining the Local Land Charges register.
- Excellent ICT and keyboard skills including use of Microsoft application and Local Land Charges Systems.
- Able to work both as part of a team and autonomously.
- Communication skills.
- Organisational skills.
- Able to work accurately under pressure and use own initiative to plan, manage and prioritise conflicting demands and workloads to ensure tasks are completed accurately, within prescribed timescales.
- Demonstrate a proven track record of developing and maintaining positive working relationships with colleagues and stakeholders, both internal and external.

**Part B**

The following criteria will be further explored at the interview stage:

- Knowledge of the Local Land Charges process, experience of processing Local Land Charges applications and maintaining the Local Land Charges Register
- Organisational skills.
- Approach to managing workload to meet deadlines.
- Communication & interpersonal skills.
- Approach to relationship management.
- Approach to customer service.