



## ROLE DESCRIPTION

<b>ROLE TITLE</b>	<b>Land Registration Technician</b>
<b>COMPANY</b>	<b>TerraQuest</b>
<b>DEPARTMENT</b>	<b>Delivery</b>
<b>REPORTS TO</b>	<b>Project Manager/Team Leader</b>
<b>DATE</b>	<b>18/10/22</b>

### ROLE PURPOSE

The LPS Technician will be a member of the Delivery team, with responsibility for the execution of project tasks as directed by the Team Leader/Project Manager.

The LPS Technician will be responsible for ensuring all allocated project tasks are completed to time and quality and in compliance of TerraQuest's standards and systems.

The position will be as a member of a dedicated team tasked with the processing of applications Land Registry applications. It will involve the use of geographic information system (GIS) and will require extensive communication and interaction with stakeholders from the general public, solicitors and our clients.

The LPS Technician will report directly to the Team Leader.

### PRINCIPAL ACCOUNTABILITIES

*List up to 8 main accountabilities in order of importance that this role needs to do to ensure the role purpose is met. Outline what is done, to what, to achieve what.*

1. To be responsible for processing applications against a set of agreed business rules.
2. To analyse and verify information in relation to ownership and occupation of land and property.
3. To be responsible for the quality of applications processed as part of the project.
4. To undertake work on alternative TerraQuest projects involving analysis and verification of information in relation to maps, ownership and occupation of land and property in addition to general administration as required.
5. To analyse and verify information in relation to ownership and interests in land and property.
6. Day to day liaison with team members, clients and interested parties
7. To meet all daily production targets and be responsible for the quality of deliverables
8. Update project documentation and systems including Daily Production Logs, Quality Logs and customer business systems as directed

## **COMPLEXITY, PLANNING AND TIME SPANS**

*Specify the areas over which this role has management responsibility.*

None

*What time spans does the role operate under*

Normal working hours each week (40 hours).

## **DIFFICULTIES AND DEMANDS OF THE ROLE**

*What are the most difficult parts of the job?*

Maintaining attention to detail and focussing on accuracy at all times, often when undertaking repetitive tasks.

Meeting production targets whilst achieving quality standards

*What are the typical types of problems and challenges?*

Making accurate and consistent decisions when interpreting land and property information and processing applications

*How will these be resolved*

Following formal work instructions and rulebase logic to make decisions and to escalate appropriately.

## **TYPICAL DECISIONS MADE BY THE JOBHOLDER**

*List 2 examples of decisions the jobholder can take*

Decisions of the following nature can be made by the LPS Technician :

Whether information is valid, accurate and up to date.

Whether information is compliant with standards and guidelines.

*List 2 examples of when decisions must be referred to the immediate manager or others.*

To undertake complex analysis of land/property information of a legal nature.

## FACTS AND FIGURES

Detail the main variables against which the role will be measured. These variables can include sales targets, costs, profits, turnover, etc.

### Principal Measures

Quality Control Rates – number of recorded errors against acceptable level of quality rates

Productivity Rates – number of tasks, cases or applications performed within a time period against specified target rates.

### Scope of Responsibility

Detail the number of any direct and indirect reports in to the role and any role held under SODA .

**Staff numbers – No of staff reporting in** (please highlight)

Direct Reports	Indirect Reports
None	None
1 - 50	1 – 50
51 - 100	51 – 100
101 - 250	101 - 250
251 - 500	251 – 500
500 +	500 +

**SODA profile held** (please highlight)

None	Mears PLC Executive Director or Group Executive Director (non PLC)
Group Director or Group Head of Service	Mears Group Financial Controller and Plc Company Secretary
Subsidiary company FD	Mears Group FD
General Manager, Branch Manager or equivalent	Mears Group CEO
Regional Director, Divisional Director or equivalent	Mears CEO and Group FD together
Managing Director	Mears PLC Board
Ops Company COO	

## PERSON SPECIFICATION

Attributes against which candidates will be recruited.

	Essential	Preferred
Qualifications	Bachelor's degree or equivalent relevant to the business	

	<b>Essential</b>	<b>Preferred</b>
<b>Experience</b>	Experience of land ownership subject area and analysing title/folio information	
<b>Skills &amp; knowledge</b>	<p>The ability to organise own workload and be able to work autonomously</p> <p>The ability to work to deadlines and within a team environment</p> <p>Attention to accuracy and detail</p> <p>Exposure to/experience of Geographic Information Systems</p> <p>The ability to read plans and maps</p> <p>Proficiency in MS Office suite and use of internet</p>	Experience in processing of Land Registry applications
<b>Other attributes</b>	<p>Excellent verbal and written communication skills.</p> <p>Confident in dealing with difficult customers and achieving positive outcomes.</p>	A basic understanding of geography

## **ADDITIONAL INFORMATION**

**PLEASE ATTACH AN ORGANISATION CHART SHOWING THIS ROLE REPORTING INTO ITS MANAGER, OTHER ROLES REPORTING INTO SAME MANAGER AND ANY ROLES REPORTING INTO THIS ROLE**

**Prepared by Geoff Evans**

**Manager Agreed**

