

# Job Description

<b>Role Title</b>	Senior Land Referencing Technician
<b>Document Version</b>	2
<b>Company</b>	TQ
<b>Department</b>	Professional Services/Delivery
<b>Reports To</b>	Project Manager/Line Manager and Assistant Project Manager
<b>Date</b>	21/04/2026

## 1 Role Summary

- P1 The Senior Land Referencing Technician will be a member of the Professional Services/Deliver team at TQ, with responsibility for the execution of tasks as directed by Project Manager/Line Manager and Assistant Project Manager.
- P2 They may be given more complex tasks and investigations to undertake including taking ownership of the quality output of Land Referencing data.
- P3 The Senior Land Referencing Technician will be responsible for assisting the Project Manager/Line Manager and Assistant Project Manager with ensuring all allocated project tasks are completed to time and quality and in compliance of TerraQuest's standards and systems, and will be responsible for quality control activities as directed by the Assistant Project Manager/Project Manager on specific productions tasks.
- P4 The position will be as a member of a dedicated team, delivering specialist land and property service and projects in areas as diverse as processing planning applications to analysing, processing and capturing ownership and occupation data, including spatial data using a geographic information system (GIS), and extensive communication and interaction with stakeholders from the general public, planning professionals and our clients. Senior Technicians are also required to occasionally undertake visits to sites throughout the UK, and may attend off site meetings in person or via Teams.

## 2 Role Responsibilities

- P1 The responsibilities of this role include:
- To analyse and verify information in relation to ownership and occupation of land and property
  - To capture graphical and/or textual information to specified quality levels and production rates as required
  - To monitor and record technical quality of project deliverables and report issues to Project Manager
  - To monitor project risks and report issues to Project Manager
  - Day to day liaison with team members, clients and interested parties
  - To communicate project objectives and to deal with enquiries from the general public
  - To provide plans and relevant documentation on request
  - To process planning application validations against a fixed turn-around target and to make the decision as to whether the application is invalid or valid (referring to the Senior Planning Technician or Assistant Project Manager where necessary for guidance)
  - To negotiate amendments to application submissions and answer queries by communicating with the applicant/agent via telephone, email, letter
  - To check additional information submitted for planning applications
  - To monitoring outstanding tasks
  - To carry out administrative tasks

- To meet all daily production targets
- To be responsible for the quality of deliverables
- To follow instructions as stated by Assistant Project Manager/Project Manager and as documented in Work Instruction.
- To feedback risks and issues to the Assistant Project Manager/Project Manager and follow their instructions.
- Update project documentation and systems including Daily Production Logs, Quality Logs and customer business systems as directed.
- Ensuring a right first-time approach by maintaining high productivity, efficiency and effectiveness.
- To undertake site based and office based work as directed
- To undertake any other tasks and duties within the scope and grade of the post.

### 3 Qualities and Skills Required

#### 3.1 Essential

p1 The essential qualities and skills required include:

- Experience in a Land Referencing role or an understanding of Land Referencing and suitable transferable skills
- Have a basic understanding of geography
- Proficient in MS Office and use of internet
- Be able to organise own workload and be able to work autonomously
- Be able to work to deadlines both individually and within a production team environment
- Have attention to accuracy and detail in performing own tasks and to quality check others work
- Proficiency and practical experience in reading and producing maps
- Experience of Geographic Information Systems
- Excellent verbal and written communication skills;
- Confident in dealing with difficult customers and achieving positive outcomes.
- A right first-time approach with focus on maintaining high productivity, efficiency and effectiveness.
- Ability to support and mentor new joiner and to provide constructive feedback to individuals

#### 3.2 Desirable

p1 The desirable qualities and skills required include:

- Bachelor's degree or equivalent relevant to the business.
- Experience in Compulsor Purchase Orders, Development Consent Orders, or Transport and Works Act Orders and the Land Referencing outputs associated with these
- Experience of land ownership subject area and analysing title information held at HM Land Registry or Registers of Scotland/Land & Property ServicesNI;
- Full driving licence

### 4 Additional Information

p1 TerraQuest is an equal opportunity employer and is committed to creating a diverse and inclusive workplace where all employees are valued and respected.

p2 This description reflects the core activities of the role but is not intended to be all-inclusive. Other duties within the group/department may be required in addition to

changes in the emphasis of duties as required occasionally. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.