



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Local Land Charges Spatial Data Officer	<b>Grade:</b> SO2
<b>Section:</b> Spatial Planning	<b>Directorate:</b> Growth and Place
<b>Responsible to following manager:</b> Local Land Charges Information Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b> March 2026

### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



## **Job Purpose**

Responsible for GIS Data capture and analysis, using MapInfo or other editing GIS packages to process spatial and non-spatial data; and to deliver improvements to the quality and format of a wide range of statutory datasets.

## **Specific Duties and Responsibilities**

1. Responsible to the Local Land Charges Information Manager and works under the supervision of the Senior Local Land Charges Officer for the accurate creation and maintenance of a wide range of spatial data relevant to the Local Land Charges service, in line with Local Land Charges Review and HM Land Registry data transfer objectives.
2. Responsible for the GIS Data capture using MapInfo or QGIS or other editing GIS packages including managing the display on the GIS system.
3. Responsible for GIS analysis including querying spatial and non-spatial data to create data sets that are suitable for the LLC spatial queries.
4. Applies best GIS practice to the collation, analysis and creation of spatial and address related data, ensuring that the spatial data sets are complete, correct (lined-up and snapped) with the correct attributes and metadata.
5. Processes address spreadsheets in Excel so that they can be displayed within a GIS using the Gazetteer and/or Planning database.
6. Supports the use of GIS training within the Spatial Planning Service including setting up training sessions for new and existing staff.
7. Represents the Spatial Planning Service in discussions on GIS co-ordination and implementation with other internal and external bodies and ensures that the Information and Planning Obligations Team Manager is updated on progress and developments.
8. Reviews and delivers improvements to the quality and format of a wide range of statutory LLC and related spatial datasets and associated metadata.
9. Contributes to the further development and support of the Spatial Planning's GIS service.



10. Seeks to ensure that the Local Land Charges Service's customer care standards are complied with and seeks necessary management action to ensure such performance.
11. Proactively liaises with and works collaboratively with a range of data owners to deliver the objectives of the Local Land Charges Review data cleansing project, promoting the wider service efficiencies and resource savings achievable to secure commitment to the proposed business model.
12. Responsible for implementing, managing and monitoring spatial data Service Level Agreements to ensure that data owners sign off spatial data sets and timely information flows for change data are routinely maintained without interruption to fulfil statutory and overall service requirements.
13. Adheres to security controls and requirements to maintain confidentiality, integrity, availability and legal compliance of spatial data.
14. Under the direction of the Local Land Charges Information Manager, assists in maintaining, amending and updating the spatial components of the Local Land Charges Register and keeping it up to date by registering Charges which are made by the Councils' and by any other statutory authority under various Acts and which are enforceable by them.
15. Under the supervision of the Senior Local Land Charges Officer, ensures all relevant Register change data is digitised and the integrity and completeness of associated spatial data sets is maintained.
16. Assists the Local Land Charges Information Manager to ensure the Local Land Charges Review project outcomes and HM Land Registry data transfer requirements are met in line within key milestones, including data cleansing tasks as required. Works flexibly to ensure implementation of resulting business process changes as required.
17. Liaises with Corporate IT and GIS leads to ensure that LLC spatial datasets are used to support wider Better Service Partnership data accessibility, transparency and self-service initiatives where appropriate.
18. Assists in devising new work processes and systems to improve the day to day running of the Local Land Charges Team and increase accuracy and efficiency of the delivery of the service.
19. Provides routine and ad hoc statistics, performance management information and project progress updates to the Information and Planning Obligations Team Manager as required.



20. Supervises staff as allocated to assist in the work.

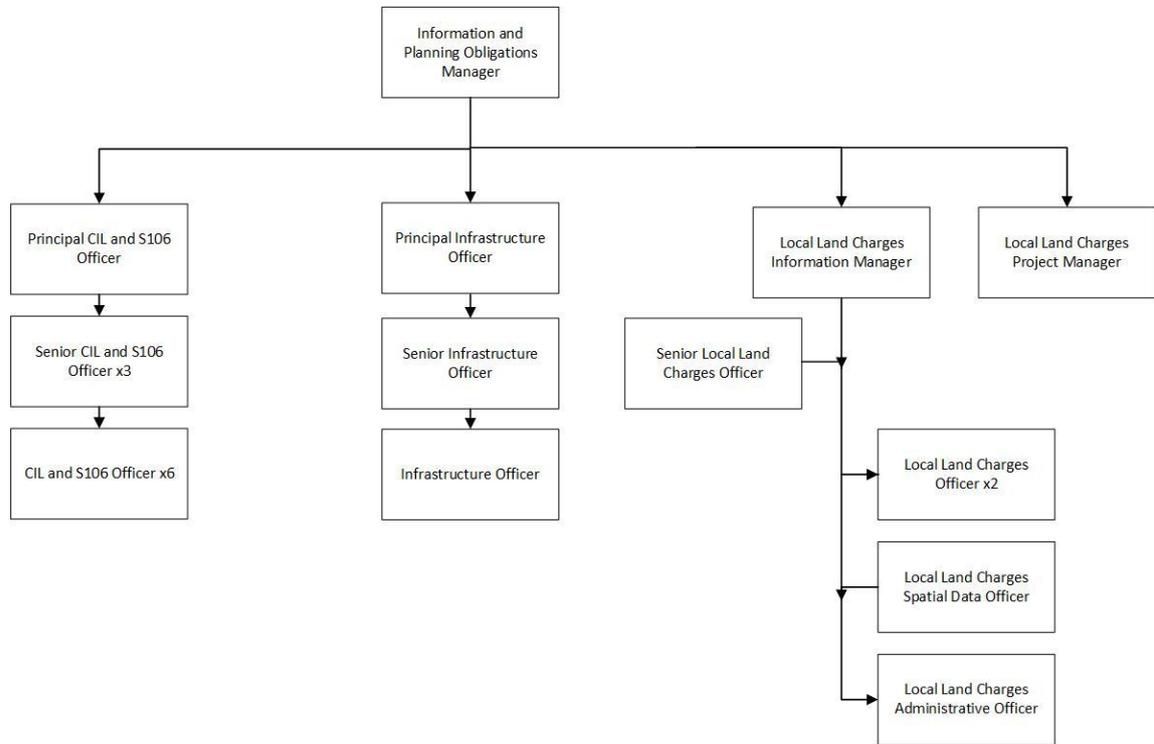
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### **Additional Information**

Not applicable

**Team structure**



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Proven working knowledge of MapInfo (v12+) or QGIS in conjunction with Microsoft Excel and preferably some experience with other GI Systems	X		A/I/T
Experience	Essential	Desirable	Assessed
Understanding of Local Land Charges Service statutory function.		X	A/I
Proven experience of using initiative to identify innovative solutions to problem solving and	X		A/I

demonstrating a 'can-do' attitude to improvements in service delivery.			
Experience of training and motivating staff to secure and maintain improvements in service delivery.		<b>X</b>	A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Clear understanding of IT systems including Microsoft Office packages and databases and computer systems.	<b>X</b>		A/I/T
Attention to detail with ability to produce outputs of a high specification and accuracy.	<b>X</b>		A/I/T
Ability to analyse and interpret complex data and present key facts including policy implications in the preparation of reports, policy formulation and other material.		<b>X</b>	A/I
Ability to communicate effectively with non-technical people, providing regular updates on project workstreams and proactively liaising with data owners, taking responsibility for delivery of key LLC spatial dataset objectives.		<b>X</b>	A/I
Ability to organise workload with minimal supervision to meet challenging deadlines and manage competing and changing priorities.	<b>X</b>		A/I
To work as part of a team taking into account the needs of other Council/Better Service Partnership Departments and with a willingness and ability to impart knowledge to other staff	<b>X</b>		A/I
Ability to assist in identifying the need for change and to introduce and manage changes designed to improve service delivery.		<b>X</b>	A/I
Familiar with spatial data processing e.g. the usage of FME.	<b>X</b>		A/I
Familiarity with Ordnance Survey products i.e. MasterMap, Highways, etc.; and familiarity with aerial photography and other types of raster data.	<b>X</b>		A/I
Proactive in review of spatial datasets, identifying issues and proposing improvements to data and processes.	<b>X</b>		A/I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**