

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Local Land Charges Project Manager	<b>Grade:</b> PO4
<b>Section:</b> Spatial Planning	<b>Directorate:</b> Chief Executive
<b>Responsible to following manager:</b> Information and Planning Obligations Team Manager	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date: March 2025</b>

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

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

Responsible to the Information and Planning Obligations Team Manager for the management of projects to migrate the Richmond Council Local Land Charges (LLC) registers to H.M. Land Registry (HMLR) and to implement a new LLC software solution to administer the Wandsworth Council LLC. To lead on the cleansing and preparation of the LLC spatial and textual data, for migration to the HMLR. To directly supervise LLC

team members output when working on the HMLR and Software implementation projects. To maximise the benefits of IT functionality to facilitate on-line and self-service options for customers, enquiring solicitors, personal search agencies, private individuals, and other Better Services Partnership Directorates.

### **Specific Duties and Responsibilities**

1. Leading on the project to migrate the Richmond Council Land Charges Register to the HMLR, as part of the centralised Land Registry database, with support as required from the Information and Planning Obligations Team Manager, LLC Information Manager and LLC team members.
2. Leading on behalf of the LLC team on the project to implement a new Planning Service software solution, with support as required from the Information and Planning Obligations Team Manager, LLC Information Manager and LLC team members.
3. To work with internal IT and client-side project managers and internal stakeholders on the Planning Service software implementation project, ensuring that the LLC Service is migrated efficiently and effectively to the new software by required deadlines and that it meets the needs of the LLC service.
4. Responsible for working in close liaison on a regular basis with HMLR representatives and data analysts, providing information and advice on all aspects of the Councils' Local Land Charges Registers required to facilitate the transfer of data to the centralised Land Registry database
5. Responsible for working in close liaison on a regular basis with the Councils' planning system representatives and developers, leading on development and completion of a comprehensive programme of testing, carrying out comprehensive testing of the migrated data, and software implementation to ensure the system is fit for purpose.
6. Providing regular project progress reports to the Information and Planning Obligations Team Manager and Head of Service, including project updates, key dates and risk logs.
7. Working to tight deadlines, prioritising tasks effectively to ensure project progress is maintained, issues are escalated promptly and taking an innovative approach to ensure any blockers are overcome and a focus on solutions.
8. Maximises the benefits of IT functionality to facilitate on-line and self-service options for customers, enquiring solicitors, personal search agencies, private individuals, and other Better Services Partnership Directorates.

9. Works flexibly to proactively identify efficiencies, implementing new processes to improve service delivery and generate savings, with the Local Land Charges Information Manager, to ensure that the LLC team is properly trained and kept up-to-date with new developments.
10. Under the supervision of the Information and Planning Obligations Team Manager, to lead on implementation of a new LLC software solution to administer local land charges (Wandsworth) and ensure full readiness to attain HMLR migration requirements (Richmond) in line with required timescales.
11. Ensures all data layers identified for migration to the new Planning Service software solution have been reviewed and updated where appropriate, and migrated correctly.
12. Works with the HMLR migration team and with guidance from the Local Land Charges Information Manager to amend, remove and deactivate data as required in the Councils' the software systems.
13. Monitors performance of other local authorities and initiatives in their LLC Service, in respect of new software implementation and HMLR migration, including participation in relevant meetings and forums to ensure acquisition of knowledge for identification and implementation of best practice.
14. Working closely with the Local Land Charges Information Manager, responsible for the optimum development and maintenance of the Local Land Charges software systems, liaising with Planning, Building Control, the software supplier(s) and IT Client side to overcome any problems. Takes the lead in implementing any remedial actions and liaises with the Information and Planning Obligations Team Manager to ensure operating problems are dealt with swiftly and that hardware requirements are reviewed.
15. Continuously identify improvements and enhancements to the processes and procedures in Local Land Charges designed to enhance service delivery, as part of the software implementation project. Implements and reviews approved changes to processes and procedures in liaison with the LLC Information Manager and the Information and Planning Obligations Team Manager.

### **Generic Duties and Responsibilities**

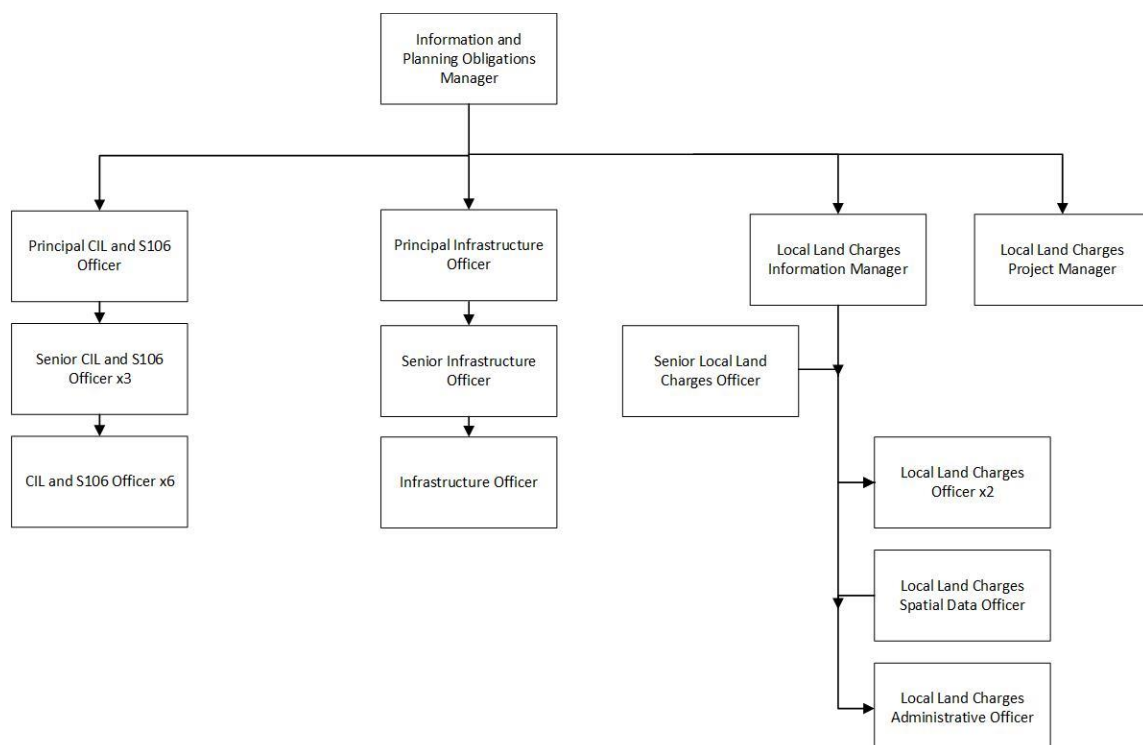
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- 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
Thorough and comprehensive knowledge and understanding of Local Land Charges Service.		X	A/I
Comprehensive understanding and ability to apply project management models and techniques	X		
Experience	Essential	Desirable	Assessed

Experience of managing high profile and complex software implementation projects.	X		
Proven experience of using initiative to identify innovative solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery.	X		A/I/T
Experience of successfully identifying, introducing and managing changes designed to improve service delivery.	X		A/I/T
Experience of developing effective working relationships with stakeholders to promote and enhance service delivery	X		A/I
Proven experience of taking a lead role in delivering a transformation project, implementing project recommendations to maximise efficiencies	X		A/I/T
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Clear understanding of IT systems including Microsoft Office packages, GIS and bespoke databases (including spatial) and computer systems and how best to utilise these to improve service delivery	X		A/I
Effective report writing skills including preparation of documents to other authorities and statutory bodies		X	A/I/T
Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals.		X	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.		X	A/I
To work effectively with the team to meet challenging deadlines, often with competing and changing priorities.	X		A/I
To work as part of a team taking into account the needs of other Better Service Partnership Services and with a willingness	X		A/I

and ability to impart knowledge to other staff			
Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery	X		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Degree, relevant professional qualification, accredited learning qualification or equivalent experience.		X	

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**