



Job description	
Job title	Property Register Assistant
Grade	Pay Band E
Directorate	Resources
Section/team	Assets Service
Accountable to	Property Information Officer
Responsible for	
Date reviewed	January 2023

Purpose of the Job

To assist the Property Information Officer in the maintenance of the council's land and property records, recording and maintaining all relevant information; answering ownership queries and providing information there from together with all similar work.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

To assist in maintaining the council's land and property records.

To assist in the implementation and development of a computerised land and property information system.

Maintenance of computerised records showing the Council's property interests including the digitisation of map based records using MapInfo Professional software.

Carefully interpreting and extracting relevant information from Title Deeds and accurately entering it into the land and property information systems.

Carefully and accurately recording all land and property interests and transactions on Land and property information systems and thereafter maintaining such records.

Maintaining up-to-date records of tenants of Council property.



Obtaining additional information from Deeds concerning boundaries, covenants, easements, wayleaves, rights of way etc and dealing with related enquiries.

Providing property management information from the Land and Property information systems including renewal dates for leases, rent reviews etc and any reports required.

Answering routine ownership enquiries regarding Council land and property and providing relevant and accurate information.

Liaising as necessary with all Council Departments, Government Departments, HM Land Registry etc in providing information as and when required.

To assist in the registration of Council land and property, providing relevant and accurate information and updating the Land and Property information systems with Land Registry title information.

Accurate production of both simple and complex plans using MapInfo Professional as and when required whilst ensuring relevant licensing and copyright laws are adhered to at all times.

To assist in obtaining information from Utility providers for the Assets Service and other council departments.

Advise on the ownership of private property required for Council projects/business.

To develop and run reports from the Property Information system as and when required for the purpose of Performance Management, Local Authority Land Publication Scheme, Land Ambition Surveys, Delegated Reports, Cabinet reports, responding to Freedom of Information requests etc.

The post holder will be responsible for assisting with training of other staff members on Property Information systems/applications.

To assist with the continuous improvement of the Property Information service.

Health and Safety

To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.

To use equipment as instructed and trained.



To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.