



JOB PROFILE

Post Title:	Land Registry Officer
Portfolio:	Economic Development
Responsible to:	Crown Estates Manager
Responsible for:	None
Grade:	D

Job Purpose

To improve the lives of all within our community and help the island thrive through provision of effective and efficient management of the Land Registry functions in accordance with the Registered Land Ordinance and Land Disposal Policy; including administration of all land transactions and the monitoring of leases and rent reviews.

Main Duties and Responsibilities

1. Draft all new Residential and Commercial Leases, Licences and Transfer documents for Crown Land in accordance with the Property Disposal and Purchase Policy, Registered Land Ordinance and Heads of Terms.
2. Draft Leases and Licences for lands managed by the Environment, Natural Resources and Planning Portfolio, as determined by agreed Heads of Terms.
3. Prepare Land Registry documents in accordance with customer requirements or grant of probate. Such documents include but are not limited to:
 - Private Transfers
 - Charges and Discharge of Charges
 - Easements
 - Cautions
 - Restrictions
 - Deeds of gift
 - Statutory Declarations
4. Maintenance of all records relating to SHG and Private land sales and lease transactions.
5. Apply valuation and calculate stamp duty for Land Registry documents in accordance with the Stamp Duty Ordinance; this includes ensuring all stamp duty and registration fees are paid.



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6. Carry out research with regard to Land Registry matters and respond to enquiries. This may also involve researching the adjudication records and old conveyance records at the archives for more complex land registry issues.

7. Provide advice and guidance to the public and private sector on Land Registry matters and procedures.

8. Liaise with Corporate Finance and Government Landlord regarding discharge of charges and house purchases and process necessary transactions accordingly.

9. Process all prescription claim applications as instructed by the Registrar of Lands in accordance with the Registered Land Ordinance:

- Acknowledge applications;
- Prepare and dispatch map to applicant to confirm accuracy of claim;
- Arrange to attend site visit with Registrar of Lands;
- Prepare and arrange for publication of prescription claim;
- Inform other interested parties of prescription claim;
- Collate all representations and submit to the Registrar of Lands;
- Attend Land Court Hearing to follow up where necessary as directed by the Registrar of Lands;
- Acting as Clerk to the Court, recording land registry disputes.

10. Assist with the management of the Land Registry, including:

- Preparation of new Land Registers following subdivisions/combinations;
- Book and instrument all land registry transactions and prepare new Land Registers;
- Input all new land transactions into Land Registry Data Scanning System and update database; and
- Prepare and dispatch land certificates following registration.

11. Liaise with the Bank of St Helena with regard to charges and provide required information including searches, land registration details and entry numbers.

12. Dealing with all land transactions, acting as liaison between public and land registry system, in accordance with the Registered Land Ordinance:



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- Verify all land transactions and cancel previous editions of the land register;
- Verify all Land Certificates and cancel previous edition of the land certificate;
- Prepare rectifications in respect of boundaries or areas for submission to the Registrar of Lands;
- Maintenance of all records relating to SHG and private land sales and lease transactions; and
- Provide advice and guidance to the public and SHG Portfolios on land registry related issues.

13. In liaison with GIS staff, provide Land Registry Maps and other filed instruments upon request.

14. Responsible for the file management including the security and safe keeping of all Land Registry Records including original documents with signatures which are said to be invaluable.

15. Statutory responsibility for ensuring correct procedures are applied to any given situation/transaction to avoid legal implications for SHG and cost to remedy.

Special Conditions

Required to attend site visits and walk over difficult terrain to locations without vehicular access.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Training in basic Land Law and Land Registry procedures.	(i)
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	(ii)
Analysis and use of Information: Gathers, summarizes and interprets data with attention to detail. Follows guideline for identifying and resolving problems and capable of resolving day-to-day problems.	(ii)
Decision Making: Solves problems that have significant short-term implications for the directorate and	(iv)



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assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.	
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	(iii)
Communication: Varies language and content by explaining and using examples to ensure understanding of audience.	(iv)
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	(ii)
Dealing with Change: Flexible and adaptable to change.	(i)
Continuous Improvement: Willing to learn and develop in job role including undertaking specific training when required to do so.	(i)
Managing Resources: N/A.	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE Maths and English at Grade C or above	E		
GCSE in IT at Grade C or above or ECDL covering at least MS Office and Access	E		
NVQ L2 in Customer Service or equivalent	E		
NVQ L2 in Business and Administration	D		
Level 4 Diploma in Conveyancing Law and Practise	E		
Knowledge & Experience:			
At least 3 years' experience in land related management and/or administration	E		
Experience in working in a customer focused environment with the ability to deal with dissatisfied clients who may be abusive or aggressive	E		
Experience in the interpretation and implementation of Laws and Policies	E		
Sound knowledge of the Island's Property Disposal and Purchase Policy and Registration Land, Stamp Duty and Power of Attorney Ordinances	E		
Ability to understand complex legal documents	E		
Skills and Abilities:			
Intermediate statistical analysis	E		
Analysis of information	E		
Proficient in IT skills	E		
Excellent written and versatile verbal communication and interpersonal skills to communicate with internal and external customers and to convey complex and sensitive information to a range of people of all intellectual levels and backgrounds	E		
Ability to provide sound guidance to customers on procedural matters whilst maintaining impartiality	E		
Excellent interviewing and negotiating skills when dealing with and understanding customer requirements	E		
Excellent Customer Service Skills	E		
Able to maintain confidentiality and data protection	E		
Good drafting skills	E		
Delivering presentations	E		
Point of contact for Public, Portfolios and Judicial. <i>Providing an interface with the public and professionals to ensure land registry process has</i>	E		



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<i>correct implementation</i>			
Ability to command confidence from, for example: computerization of Land Registry	E		
Other:			
Willingness to work flexibly – some evening work may be required			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults			
Contribute to a positive working environment ensuring commitment to equality and diversity			

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/A