



Your job

Job Title: Land Terrier Officer (Trainee)

Service: Corporate Property & Assets / Strategic Assets

Grade: G4

Reporting to: Terrier Manager

The Land Terrier Officer (Trainee) role plays a vital role in assisting with the managing and maintenance of accurate records of the council's property ownership and land interests. This includes using systems to track property boundaries, deeds, leases, and legal responsibilities. The role involves using GIS and other digital tools to provide clear, up-to-date property information to support council projects, legal processes, and enquiries from customers and the public.

You will need a sharp eye for detail, strong analytical skills, and the ability to interpret legal documents and property data. Some experience with mapping systems, databases, and tools like AutoCAD and Land Registry portals will be important and further developed in the role. If you enjoy solving puzzles, working independently, developing skills in geographic systems and property, and being part of a forward-thinking team that values innovation and community impact, this role offers a unique and exciting challenge and learning opportunity.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's

Directorate.

In this job you will:

In the next 12 months, you will:

- Reporting to the Terrier Manager, maintain complete and accurate systems, records, plans and related data of Council property interests, including the property management systems for rent reviews and lease renewals, and for deed retrieval and referencing by Legal Services to ensure a reliable source of base information about properties held by the Council
- Assist with the Council's ownership records & resources, using GIS to provide maps illustrating the boundaries of individual Council-owned property or property in specific areas or plans illustrating areas/points for Council projects
- Obtain, research, establish and interpret the precise position of legal/site boundaries and title deeds to ascertain ownerships, superiorities, restrictions, boundary demarcations and responsibilities, liabilities and burdens including requisite searches, as directed by the Terrier Manager
- Assist the Terrier Manager with answering enquiries and provide property advice regarding the Council's property interests, including identification of occupiers or completion of LPE1 forms where the Council is the ground landlord
- Investigate complaints and other problems and recommend/take action for their resolution as appropriate, including drafting FOI responses
- Advise on the ownership of private property required for Council projects/business, under the supervision of the Terrier Manager
- Assist with the management of the Council's Freehold reversionary interests and verification of ground rent invoices received by the Council relating to interests across the Borough where the Council is liable to pay a ground rent or chief rent itself

- Assist with the preparation of reports as required to assist with asset transactions, development, Compulsory Purchase Orders and similar documents using the property databases
- Assist in ensuring that client requirements are adequately understood and that services provided are efficient and appropriate
- Provide cover or additional support to other services, in consultation with the Service Manager Strategic Assets, to maintain service output
- Assist in the training of staff within the service
- Ensure that systems and procedures are maintained and operated to meet data quality standards
- Develop capabilities and skills and keep up to date with relevant developments in the area in order to improve the services provided and own abilities and skills

On an ongoing basis you will:

- Participate in the Concerto user group
- Keep up to date with changes in legislation and best practice relevant to Terrier functions
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Some experience and knowledge of managing property records & software database systems and related data reporting
- Knowledge of providing property information to fulfil the Council's statutory and business requirements, or relevant transferrable skills
- Experience of using Land Registry portals to obtain information, or relevant transferrable skills
- Good written and verbal communication skills with an ability to present and discuss technical matters with both specialists and lay colleagues and stakeholders

- Ability to work unsupervised and manage workloads and multiple deadlines
- Excellent analytical and problem-solving skills
- Proficiency in the use of spreadsheets and data bases (Access, MS Excel), Microsoft Office Suite, AutoCAD or equivalent, GIS, Terrier Systems, and the Ordnance Survey mapping system
- A willingness to develop knowledge and skills in all the above areas.
- Ability to build good working relationships with colleagues, partners and contractors.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”