

Role Profile

Role Title	RLAS Specialist
Grade	Team Member
Location	Woking Office Based
Reports to	RLAS Production Supervisor
Budget Responsibility	N/A
Reporting Lines	N/A

Company Background	<p>STL is one of the largest legal information providers in England and Wales, specialising in residential and commercial property searches. We also offer company searches, an anti-money laundering solution and indemnity policies.</p> <p>For over 40 years we've supported a wide range of professionals - solicitors, licensed conveyancers, estate agents, mortgage lenders and local authorities - with information that is accurate and compliant. We are at the forefront of search technology and our online ordering system is user-friendly and ultra-reliable.</p> <p>We are now part of the InfoTrack group, Australia's market-leading and fastest growing legal information provider.</p>
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Role Purpose	<ul style="list-style-type: none"> To undertake the completion of STL's Regulated Local Authority Searches, from a variety of data sources, without necessitating a physical visit to the Local Authority. Accurately input compiled data using a bespoke template to create a Regulated Local Authority Search legal report. To undertake and fulfil a variety of administrative roles contributing to the achievement of Key Performance Indicators within the Data Team.
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Key Activities	<ul style="list-style-type: none"> Using online links and databases to extract data (such as Planning/Building Control property histories, Local Plan Constraints) to compile a Regulated Local Authority Search Responsible for inputting the data you have compiled into a bespoke template using emailed and hand written information, ensuring attention to detail at all times. Analyse other staffs work notes to ensure completed accurately and cross reference data sets. If any omission in data, contact that member of staff to resolve or extract data manually from source by adhering to guidelines set out in the Local Authority Guides before using bespoke to template to create the RLAS legal report. Once fully trained undertake quality assurance checks on completed and typed search prior to dispatch Ensure all central records, Local Authority Guides & STL's bespoke database (Sterling), always contain details of the current data extraction process for Local Authorities covered on a regular basis To provide advice and assistance to other staff on technical matters relating to the Regulated Local Authority Search and be proactive to find a solution where required. Assist as required with Data Collection and Data Inbox tasks - monitor and review all outstanding searches awaiting action, taking necessary action to progress searches where appropriate.
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<p>Knowledge, Skills and Experience.</p>	<ul style="list-style-type: none"> • Comprehensive understanding of the content of a Local Authority Search (LLC1, CON29R and CON29O) • Working knowledge of the conveyancing process. • Organised and methodical with good time-management skills • Ability to prioritise and progress tasks to a satisfactory conclusion • Confident and courteous telephone manner when dealing with numerous internal and external interfaces • “Pride in your work” ethic within an overall team-effort environment • Excellent geographical knowledge of England & Wales • Good working knowledge of Word, Sterling, Access, Outlook, Excel
<p>Person Spec</p>	<ul style="list-style-type: none"> • Highly organised and methodical • Adaptable and resourceful (with an enquiring mind). • Task Orientated • Flexible attitude to changing workload • Meticulous attention to detail • Works well under pressure • Able to work independently and also contribute as part of a very busy team.

<p>Last Updated</p>	<p>August 2016</p>
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