

# Job Vacancy

## Land Referencer

Full-time

Telford, Shropshire

Reporting to the Team Leader or Project Manager you will provide data processing support to the teams for the projects you have been appointed to. You will be responsible for the provision of administrative and Data Capture (GIS) support to the business, producing documents, including land ownership plans, order schedules for compulsory purchase orders which you will need to liaise with property owners and occupiers including face-to-face interviews, as well as with local authorities. You will need to ensure all items are fit for the purpose and a timely delivery is achieved.

### About the Company

LRS provide specialist land referencing consultancy and support throughout the UK, managing and delivering Compulsory Purchase Order, Development Consent Order and Hybrid Bill projects.

The largest, dedicated land referencing specialists in the UK - our strength is our skilled team of Directors, Managers, Project Managers, Team Leaders, experienced Land Referencers and Administrators who have a broad knowledge of all aspects of the land referencing process.

We always recommend the best solution for individual client requirements, using our unique range of services that extend from traditional to contemporary innovations. We also provide advice and training guidance on all aspects of the Land Referencing process, Book of Reference and Land Plans.

LRS have managed and delivered projects across a wide range of sectors including most of the major transport, utilities, telecommunications, regeneration, housing and infrastructure schemes in the UK.

### About the Position

This is a busy but friendly environment that will suit an organised person with a great eye for detail, who is keen to develop their skills. The role is based in Telford, working closely with the Team Leader.

If you have the relevant skills and experience and would like to be considered for this role, please send your CV to:

[elaine.wilkinson@land-referencing.co.uk](mailto:elaine.wilkinson@land-referencing.co.uk)

### Responsibilities

- » To make sure all data processed has been checked for quality and fit for the purpose
- » To carry out task in accordance with project plans as advised by the Team Leader
- » To inform Team Leader of any project issues such as supplier, quality, planning etc.
- » Carryout site inspections and interviews with the general public
- » To record results of site inspections and interviews accurately and clearly
- » Good communication skills and able to liaise at all levels with both internal and external stakeholders
- » To undertake any other processing tasks that the Team Leader may require that are consistent with the nature of the job role
- » Attend client meetings (with appropriate supervision) and other events which may involve working away from home for short periods
- » Achieve the required pass rates of the appropriate internal training modules

### Key Skills/Experience

The successful candidate for the post will have:

- » At least 6 months practical experience on regeneration projects
- » Ability to work in a well organised, methodical manner with a high level of self-motivation and attention to detail
- » Understanding of geography or maps
- » Knowledge of Geographic Information Systems
- » Good communication skills
- » Able to work independently when necessary
- » Flexible approach to working hours
- » Able to contribute to discussions as part of a team
- » Take a responsible approach to health and safety

[www.land-referencing.co.uk](http://www.land-referencing.co.uk)

