



## Roles and Responsibilities

### **Purpose**

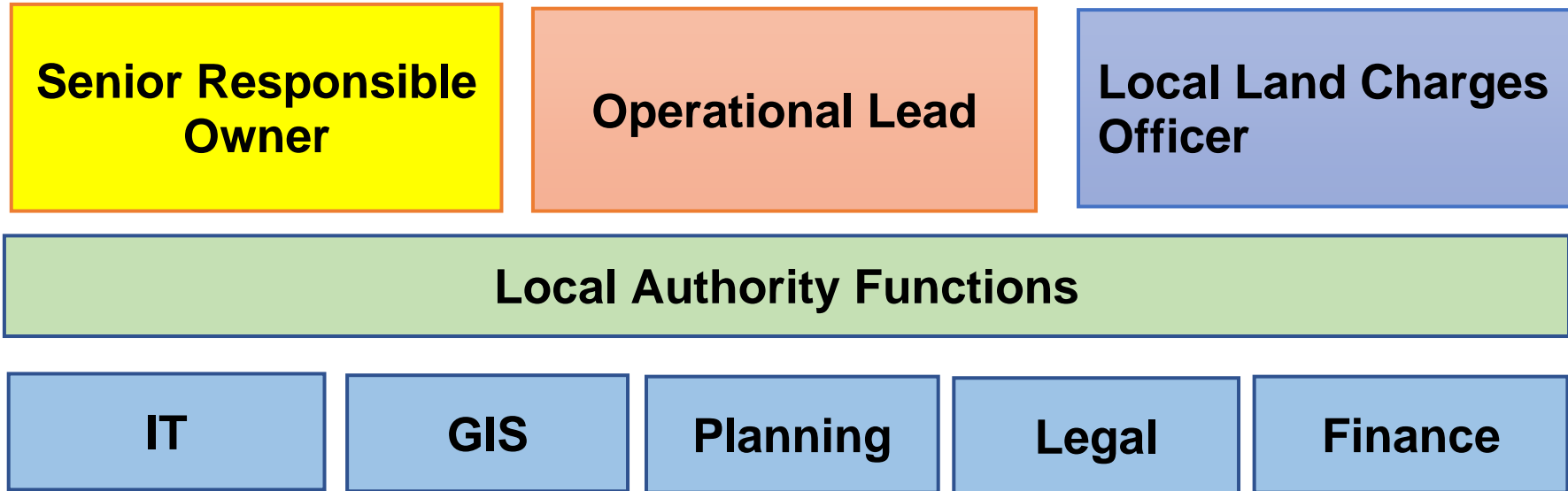
This document provides an overview of the various functions performed by local authority and HM Land Registry (HMLR) personnel during migration of the Local Land Charges (LLC) service.

### **Who is it for?**

#### **Local authority**

Senior Responsible Owner, Operational Lead and Local Land Charges Officer

# Local authority



Role	Responsibilities
Senior Responsible Owner	<ul style="list-style-type: none"> <li>• Leads the strategic oversight of the migration</li> <li>• Makes strategic decisions on behalf of the local authority</li> <li>• Ensures the local authority fulfils its obligations to receive transition payments</li> <li>• Ensures the migration is considered in the wider local authority context</li> <li>• Feeds back on progress to all stakeholders including HMLR</li> <li>• Raises awareness of the support infrastructure provided by HMLR</li> </ul>
Operational Lead	<ul style="list-style-type: none"> <li>• Primary contact within the local authority</li> <li>• Works closely with the HMLR Delivery Manager</li> <li>• Ensures migration activities delivered to time</li> <li>• Provides detailed insight into the service, people, data and processes</li> <li>• Deploys resource</li> <li>• Engages all necessary support functions as required</li> </ul>
Local Land Charges Officer	<ul style="list-style-type: none"> <li>• Undertakes migration activities</li> <li>• Responds to data-related queries</li> <li>• Provides insight into current LLC processes</li> <li>• Continues to deliver the LLC service through migration</li> </ul>
IT Lead	<ul style="list-style-type: none"> <li>• Enables extraction of data</li> <li>• Provides information on IT architecture, software and processes</li> <li>• Sets up Secure File Transfer Protocols (SFTP)</li> <li>• Implements system-related upgrades</li> </ul>
GIS Officer	<ul style="list-style-type: none"> <li>• Provides information on and access to spatial data</li> </ul>
Planning Officer	<ul style="list-style-type: none"> <li>• Provides information on and access to planning data and processes</li> <li>• Responds to data issue enquiries</li> <li>• Effects amendments to local authority data</li> </ul>
Legal	<ul style="list-style-type: none"> <li>• Main contact for legal matters including consideration of the Collaboration Agreement and HR-related matters</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Provides information on financial charge-related data and processes</li> <li>• Responds to data issue enquiries</li> </ul>

# HM Land Registry

**Local Authority  
Delivery Manager**

**Supporting Functions**

**Customer Delivery Manager**

**Business Analyst**

**Data Quality Analyst**

**Technical Delivery Manager**

**Lawyer**

Role	Responsibilities
Local Authority Delivery Manager	<ul style="list-style-type: none"> <li>• Main contact within the Programme</li> <li>• Works closely with the local authority Operational Lead</li> <li>• Project manages the end-to-end delivery from pre-migration to go-live</li> <li>• Coordinates with HMLR subject matter expertise</li> </ul>
Customer Delivery Manager	<ul style="list-style-type: none"> <li>• Raises awareness of the Local Land Charges service with customers</li> <li>• Leads launch event planning</li> <li>• Account manages volume Local Land Charges customers</li> </ul>
Business Analyst	<ul style="list-style-type: none"> <li>• Works with local authorities and suppliers to deliver digitisation and transformation of local authority data</li> <li>• Undertakes analysis of local authority data to determine compatibility with HMLR's LLC Register</li> <li>• Works with local authority Local Land Charges teams and HMLR Local Authority Delivery Managers to enhance local authority data to meet HMLR's LLC Register requirements</li> </ul>
Data Quality Analyst	<ul style="list-style-type: none"> <li>• Evaluates data output against pre-defined standards and data specifications</li> <li>• Develops and reviews technical solutions to enable standardised quality assessments to be carried out against bulk data sets</li> <li>• Assimilates and reports on output from quality assessments to give assurance quality is being maintained at the correct level</li> </ul>
Technical Delivery Manager	<ul style="list-style-type: none"> <li>• Supports local authorities in the extraction of Local Land Charges data</li> <li>• Works closely with local authority IT Leads</li> <li>• Establishes a community of best practice amongst local authorities and other originating authorities</li> <li>• Assists in the engagement with and management of incumbent suppliers</li> <li>• Works closely with the Local Authority Delivery Manager</li> </ul>
Lawyer	<ul style="list-style-type: none"> <li>• Provides legal support on policy, commercial and migration matters</li> <li>• Primary Programme contact for Collaboration Agreement queries</li> </ul>

**Any questions?**

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