

Registrar of Deeds

Department: Judicial Greffe
Section: Public Registry
Reports to: Judicial Greffier
JE Ref: SG1025

Grade: CS13

JE Date: 25/08/2023

Job purpose

As a member of the Judicial Greffe's leadership team, manage, administer and maintain the Public Registry of the Island in which all land deeds and associated documents are enrolled for the purposes of evidencing title to, or charges against Immovable Estate. Responsible to the States of Jersey for the correct charging of stamp duty in accordance with the Stamp Duties and Fees (Jersey) Law 1998 and associated Regulations in relation to property transactions. Fulfil the role of Greffier to the Court as required.

As a senior member of the Judicial Greffe Leadership team, sets strategic and performance standards and objectives for the Public Registry Section and throughout the department, ensuring the delivery of a professional, efficient and cost effective service to its users and ensuring that the principles of continuous improvement, business continuity, risk management, well-being and health and safety are embedded in the section.

Job specific outcomes

1. As Greffier Substitute manages all matters relating to the registration of land deeds, judicial hypothecs (mortgages) and associated documents in accordance with the Code of 1771 on the Public Registry, the 1840 Law on the Public Registry of Contracts, the 1880 Propriété Foncière Law, the 1991 Flying Freehold Law, the Powers of Attorney (Jersey) Law 1995, the Stamp Duties and Fees (Jersey) Law 1998 and associated Regulations.
2. Makes Judicial decisions about the validity of land deeds and other supporting documents within the context of the above laws and associated Regulations and Rules of Court.
3. Provides expert and up to date advice about procedures for conveyancing of real estate in the Island to Law Firms, Crown Officers and the General Public.
4. Provides effective leadership to the team, ensuring a performance management culture, monitoring workload, identifying training needs, setting objectives, and providing performance feedback. Communicates effectively to ensure that team members are briefed on departmental and organisational priorities. Acts as a role model to support team members of the immediate and the wider team. As a member of the Judicial Greffe Leadership team, participates in a range of departmental initiatives including contributing to annual report and business plans, reviewing

performance data and key performance indicators. Reviews services to ensure effectiveness and efficiency and identify improvements through creating a culture of continuous improvement.

5. Ensures that the information provided on the PRIDE electronic registering system (Public Registry Index and Document Enrolment System) is accurate and current in order to enable Lawyers and Conveyancers to carry out their necessary checks on title. Ensures that all users of the PRIDE System receive the appropriate training to a level sufficient for them to be able to carry out their title checks accurately.
6. Advises lawyers on the correct stamp fees payable on the various documents received for registration. Advises and make recommendations to Government Departments and States Members on issues concerning Stamp Duty payable on property transactions and mortgages.
7. Attends as Greffier Substitute in the Royal Court for the passing of property transactions. Attends Court and sit as Greffier Substitute in other Divisions of the Court when required. Perform such other judicial or administrative functions as the Judicial Greffier shall determine.
8. As Greffier Substitute, responsible for the correct registration or cancellation of registered charges against Immovable Estate.
9. Develops processes, procedures and systems, including IT systems, to provide a more efficient and high quality service to the Public Registry users and private law firms, which are consistent with the requirements of the Law both customary and statute.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

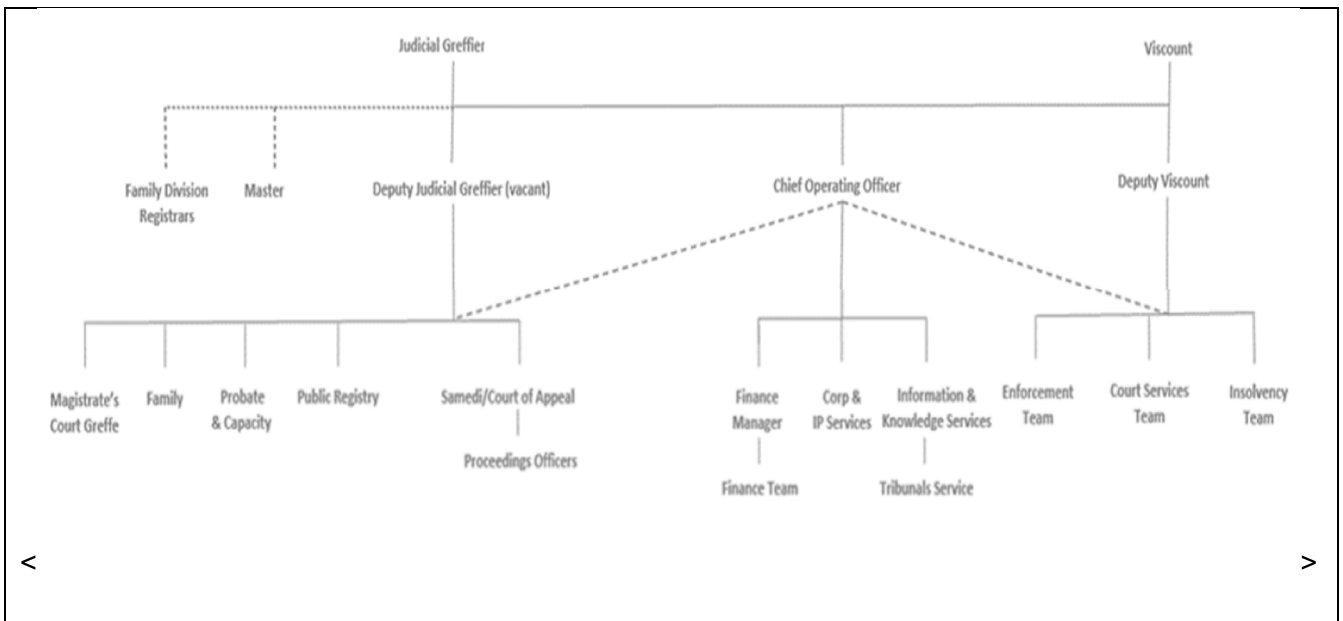
Organisational structure

Organisation chart





Royal Court of Jersey
Judicial Greffe



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<ul style="list-style-type: none"> • Educated to degree level, preferably in law. • Appropriate professional qualification. • Management qualification at Level 7. • A project management qualification such as Prince2, PMP or Agile 	<p>A Jersey legal qualification or working towards one</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Legal understanding and technical knowledge in the field of conveyancing.</p> <p>Extensive knowledge and understanding of the Jersey Court system and legislation relevant to activities undertaken within the Public Registry.</p> <p>Knowledge of IT systems and solutions, including databases and emerging technologies.</p> <p>A good knowledge of French including specialised technical words used in Jersey legal documents.</p>	<p>Have 10 years' experience as a conveyancing clerk.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>High level of administration skills with at least 10 years' senior management experience.</p> <p>Ability to work unsupervised, plan, prioritise and organise daily workload of the Department.</p> <p>Ability to analyse and interpret the contents of land deeds and related documents.</p> <p>Ability to communicate effectively at all levels and converse with and advise members of the legal profession and the public.</p>	

	Be able to identify areas for improvement, assist with implementing change and as far as possible anticipate and prepare for anything that may influence the Public Registry and its future operation.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Mature outlook with a professional yet sympathetic attitude when dealing with members of the public.</p> <p>Excellent interpersonal and communication skills both oral and written.</p> <p>Ability to work well in a small team.</p> <p>Ability to maintain the highest level of confidentiality, discretion and integrity at all times.</p> <p>Ability to work under pressure as documents need to be processed within tight timeframes.</p> <p>Excellent IT skills (ECDL or equivalent).</p> <p>Acts with the highest levels of discretion and probity at all times as dealing with sensitive legal information.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>At least 10 years' experience in a senior management role, ideally within a legal environment.</p> <p>Experience of leading, motivating and managing a team of staff.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.