



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Property Lawyer
<b>DEPARTMENT:</b>	Legal Services
<b>POST NUMBER:</b>	33
<b>GRADE:</b>	7
<b>ACCOUNTABLE TO:</b>	Commercial Law Manager
<b>LOCATION:</b>	City Offices Colebrook Street Winchester SO23 9LJ
<b>POST OBJECTIVE</b>	<p>To provide general commercial and residential property legal advice with an innovative commercial approach working collaboratively with all departments of the Council to include:</p> <ul style="list-style-type: none"><li>• Asset purchase and disposal</li><li>• Landlord and Tenant</li><li>• Affordable Housing Matters including Right to Buy</li><li>• Supporting redevelopment/regeneration projects and advising on property issues as part of a cross-disciplinary project team</li><li>• Property management</li><li>• Leases, licences and service of notices</li><li>• Training of Junior Lawyers/Trainee Solicitors to assist with development of the team</li><li>• Develop policies and business practices within the team to improve performance and outcomes for the Council</li></ul>

### **PRINCIPAL ACCOUNTABILITIES:**

1. To give effect to the policies and decisions of the Council
2. To provide legal advice to the Council's Members and officer departments as appropriate
3. To maintain a knowledge and awareness of developments in relevant areas of law.

4. To maintain good working relationships with other members of the team, managers and other departments of the Council and the Members
5. To maintain good relations with the public and other bodies within the wider community as far as is practicable in line with the requirements of the post.
6. Must have excellent communication skills and an ability to work under pressure and prioritise workloads to meet tight deadlines.

### **SPECIFIC TASKS: Property and Housing law**

1. Provide high level specialist and proactive legal advice on the Council's complex new developments and regeneration projects as part of a multi-disciplinary project team.
2. To support the Council in its priority to provide new homes across the district and in doing so working closely with the Council's New Homes Team
3. A good knowledge of commercial property and housing law together with a commercial approach to all areas of the post
4. Prepare notices, agreements, leases, licences, right to buy and service of notices, particularly in relation to all property and housing legislation which includes landlord and tenant in respect of the functions of the Council
6. Assist with the training of Trainee Solicitors/Junior lawyers
7. Provide legal advice and assistance to Members and Officers from all Divisions of the Council.
8. Undertake such other duties as determined by the Commercial Law Manager commensurate with the grade of the post and the abilities of the post holder

### **Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

### **Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour,

nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

### **Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....





**Winchester**  
City Council

## PERSON SPECIFICATION

**JOB TITLES**

**Senior Property Lawyer**

**POST NUMBER:**

**33**

**DEPARTMENT:**

**Legal Services**

**DATE:**

**Dec 24**

Requirements		Weighting	Assessment Method
Skills	Ability to provide clear advice and summary of legal documentation	3	A/I
	Detailed knowledge of commercial property, landlord and tenant and housing law	3	A/I
	Ability to draft documentation and communicate effectively	3	A/I
	Demonstrable skills in training junior lawyers	3	A/I

Experience	The post requires a qualified lawyer ideally with a minimum of 2-5 years post qualification experience in commercial property law	3	A/I
	Local Government commercial property experience would be an advantage but not essential	3	A/I
	Experience with the training of Junior Lawyers/Trainee Solicitors.	3	A/I
	Iken Case Management/Time Recording	2	A/I
Personal Qualities	Positive, enthusiastic and motivated with a professional attitude towards the job	3	A/I
	Team worker but able to work on own initiative	3	A/I
	Flexible to changing demands	3	A/I
Specific Job Requirements	Ability to work under pressure and meet deadlines	3	A/I
	Willingness to learn and undertake new and different tasks	3	A/I
	Commercial awareness of Council business placing increasing emphasis on quality and cost-effectiveness of service delivery	3	A/I
		3	A/I
	Confident, logical nature, methodical and precise		