**Job Description**

Job Title: Legal Officer (Property)

Pay Grade: W5

Directorate: Corporate Resources

Team: Legal Services

Reporting to: Principal Solicitor

Budgetary Responsibilities:

* Staff - N/A
* Other Direct - N/A
* Other Indirect – N/A

Total N/A

Job Purpose:

To undertake legal and administrative work to support and contribute to the provision of an effective legal service on behalf of the Council.

Main Tasks:

1. The exercise of judgement in managing a caseload of routine cases, under the overall guidance of the Principal Solicitor is required.

1. To carry out residential and commercial Conveyancing transactions on behalf of the Council and its wholly owned companies including:-

* the acquisition of property
* the disposal of property
* the preparation or approval of leases, tenancy agreements, licenses and easements and their subsequent completion.
* the charging of Property
* advising and dealing with leasehold enquiries
* any other property related transaction which may arise

1. To provide advice and guidance to other officers of the Council and elected members of the Council on all aspects of law relating to Property.

1. To undertake complex legal research

1. To contribute to the development of new procedures and processes.
2. To draft S106 planning agreements on behalf of the Council.

People Management: *N/A*

Service Management: *N/A*

Financial Responsibility: *N/A*

Other Responsibilities:

* To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

**Person Specification**

**Key:**

E = Essential, D = Desirable,   
A = Application Form, I = Interview, P = Presentation

Please list as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Standard** | **E/D** | **Measure** |
| **Education & training** | * A law degree or relevant working experience | E | A |
| **Experience** | * Previous experience of working in a legal environment * Local Government Experience * Experience of commercial and residential conveyancing including Right to Buy, lease extensions or an interest in developing your legal knowledge, skills and experience in this area * Experience of drafting S106 planning agreements * Articulate * Accuracy in document preparation * Responsive to needs & expectations of “clients” * Excellent organisation and interpersonal skills * Excellent communication skills, both oral and in writing. * IT Literate. | E  D  E  E  E  E  D  E  E | A  A  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Special Requirements** | * Enjoy working flexibly |  |  |

**Candidate Screening**

|  |  |
| --- | --- |
| **Does Rehabilitation of Offenders Act 1974 apply?** | No |
| **Disclosure and Barring Service check required?** | No |
| **If yes, what level?** | Choose an item. |
| **Is this a Politically Restricted Post?** | Choose an item. |
| **Does this role have emergency responsibilities?** | Choose an item. Choose an item. |

**Role Map**

|  |  |
| --- | --- |
| **Behaviour** | **Level Required** *(1-4)* |
| Shaping our Future | **2** |
| Leading our People | **1** |
| Delivering for our Customers | **2** |
| Making Change Happen | **2** |
| Team and Partnership Working | **1** |
| Communicating Openly | **2** |
| Performance Management | **1** |

Please refer to the Council’s Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).