**Job Description**

Job Title: Solicitor (Property)

Pay Grade: W6

Directorate: Corporate Resources

Team: Legal Services

Reporting to: Head of Legal Services

Budgetary Responsibilities:

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

Total N/A

Job Purpose:

To provide clear and practical legal advice and assistance to the Council’s, commercial property and estate functions ensuring that the legal process is a route to achieving desired outcomes, not a barrier.

Main Tasks:

1. To undertake legal casework in commercial and residential property matters, particularly the more complex property work undertaken by the Council and its joint venture partners.
2. To deliver a full and varied workload but with a main focus on Property
3. Drafting contracts, both bespoke and standard form
4. To provide legal advice and support in relation to all types of property and contract matters
5. To assist with legal casework in the Council’s other areas of influence.
6. To supervise, as appropriate, the work of other officers within the team regarding property and contract matters. To ensure high quality and seamless service delivery by taking responsibility for matters outside your normal area of work when required and to contribute as a team member to projects led by others. To undertake such other duties as may be required from time to time.
7. To provide training as required to client departments

**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** | * Admitted Solicitor | E | A |
| **Experience** | * Drafting of complex property agreements * Drafting of bespoke and standard form contracts * Advising on property and contract matters * Dealing with Infrastructure Agreements, e.g. Section 38 Agreements * Dealing with Compulsory Purchase Orders * Experience of working in a local authority legal office * Articulate and literate * Accuracy in drafting * Analytical and interpretative skills * Ability to work with, and influence, people at varying levels of seniority in the Council | E  E  E  D  D  D  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Special Requirements** |  |  |  |

**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?** | Yes |
| **Does this role have emergency responsibilities?** | Choose an item. Choose an item. |

**Role Map**

|  |  |
| --- | --- |
| **Behaviour** | **Level Required** *(1-4)* |
| Shaping our Future | **3** |
| Leading our People | **3** |
| Delivering for our Customers | **3** |
| Making Change Happen | **3** |
| Team and Partnership Working | **3** |
| Communicating Openly | **3** |
| Performance Management | **3** |

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).