

Job Description

Position Details

Position:	Property Solicitor
Directorate:	Economy & Place
Service:	Development & Estates
Position no:	BG00025
Grade:	9
Hours of work:	37
Work style:	Home Working/Agile
DBS required:	No
Contact:	Louise Horner
Date:	October 2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Louise Horner – Team Manager Estates & Strategic Asset Management but the postholder may also be required to work at the direction of the Service Manager Planning Development & Estates

Responsible for: Provision of legal advice and conduct of a caseload comprising land and property matters within the Council including commercial conveyancing advice, drafting sale and purchase agreements and other land related documents and providing advice on related matters to officers of the Council

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To advise on property and land law.
4. To draft all types of legal documents in respect of property and land transactions, including leases licences, development agreements, s.106, loan and grant agreements and similar agreements.
5. To deal with statutory designation of land such as Rights of Way, Sites of Importance for Nature Conservancy (SINC's) & Local Nature Reserves (LNR's), Dog Control Orders

6. To demonstrate enterprise and understanding of the Divisions fee income protocol for income generation and maximise all relevant opportunities.
7. To undertake any other reasonable duties as may from time to time be required by the Service Manager Regeneration.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Qualified solicitor or Barrister with a current practicing certificate.	E	A
Experience		
Demonstrable experience of conveyancing and property transactions	E	A, E, PP
Demonstrable experience of drafting conveyances, leases licences, development agreements, s.106, loan and grant agreements	E	A, E, PP
Knowledge of Statutory processes around statutory designation of land for e.g. Rights of Way, SINC's & LNR's, Dog Control Orders	E	A, E, PP
An understanding of income generation and fee earning models and be able to demonstrate relevant experience in meeting income targets	D	A, E, PP
Demonstrable experience of working in a conveyancing environment	E	A, E, PP
Experience of dealing with low and high value property and land transactions	E	A, E, PP
Knowledge / Skills		
Excellent written and verbal communication skills	E	A, E, PP
Experience and knowledge of I.T. including Microsoft Word, Excel, Outlook and database applications	E	A, E, PP
Personal Attributes		
Special Working Conditions / Requirements		
Full driving licence and access to a vehicle during working hours.	E	A, E, PP

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	1
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	1
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	1

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	I, P
Involves line manager / colleagues in setting and meeting targets	I, P
Reorganises work when necessary	I, P
Sees tasks through to completion whenever possible	I, P
Seeks help if workload becomes unmanageable	I, P
Uses initiative to report issues that arise that impact on others	I, P

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	I, P
Understands that changes are needed if things are to be improved	I
Finds new and creative ways of doing things better	I, P
Actively seeks to develop own skills and knowledge	I, P
Learns from mistakes & welcomes constructive feedback	I, P

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I, P
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	I, P
Understands the links between own professionalism and the possible impact on the Authority's image	I, P
Has a professional attitude that sets an example to colleagues	I, P
Takes pride in own work and that of colleagues	I, P
Is respectful, courteous and helpful at all times	I, P

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	P
Recognises potential value of others' opinions and actively seeks their contributions	P
Asks for help when necessary	P
Actively seeks to help others	P
Is aware of the impact of own behaviour on others	I, P

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	I, P
Makes sure that people are regularly informed	I, P
Uses appropriate language, gestures and tone when talking with others	I, P
Checks others have understood & seeks advice when necessary	I, P
Actively seeks to improve all forms of communication with others	I, P
Communicates professionally by using formal channels appropriate to the situation	I, P

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