



## Job Description and Person Specification

<b>Job Title</b>	Conveyancing Officer	
<b>Post Number</b>	P1356	<b>JE Ref:</b>
<b>Grade</b>	Grade 6	
<b>Other Payments</b>	Attendance Allowance	
<b>Job Family</b>	Technical and Professional Services	
<b>Directorate</b>	Customer, Business and Corporate Support	
<b>Progression</b>	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
<b>Hours per week</b>	37	
<b>Accountable to</b>	Solicitor - Property and Estates Team Leader	
<b>Date created/ reviewed</b>	February 2021, April 2024	

### JOB DESCRIPTION FOR CONVEYANCING OFFICER

#### Job Purpose

Provision of property-related legal services to the Council and its officers and responsibility for the conduct of property transactions to ensure that the best use is made of the Council's property assets

#### Accountabilities

1. To conduct property-related transactions, drafting documentation as appropriate, to ensure that the aim of the client is achieved in a timely manner and to ensure the efficient use of the Council's property assets, such as transfers and purchases of Council land and leasehold transactions.
2. To provide legal services on a wide range of property and associated matters and prepare advice, together with suitable guidance and support
3. To interpret and apply statute, case law, government guidance and court procedure as appropriate in order to provide timely and appropriate legal advice.
4. To support and assist the senior conveyancing solicitor(s) as needed, including carrying out more complex aspects of property transactions (Commercial and residential).

- |  |
|--|
| 5. To liaise effectively with officers within the council, solicitors, members of the public and councillors on conveyancing matters by phone and in writing   |
| 6. To monitor the fees of counsel and other external advisors to ensure effective management of the Council's financial resources and to generate income by charging third parties legal fees where appropriate. |
| 7. To provide the services above in the knowledge that the advice given or transaction involved will have substantial financial consequences for the Council – up to several £m.                                 |

## **Demands**

### **Initiative and Independence**

Ability to demonstrate initiative and work independently

Ability to exercise discretion within legal and procedural constraints.

Ability to plan own day, week and year subject to the departmental work plan and targets.

Decisions of substance are referred up but post holder has authority to make certain decisions without referral.

The postholder will have access to line manager and senior legal colleagues to obtain advice and support on how to deal with more complex matters.

### **Mental Demands**

Deadlines can be set by client department, the other party to the transaction and/or legislation.

Postholder must have the ability to be flexible should these deadlines change at any time or with minimal notice as priorities can be set by client department, manager or councillors.

Ability to adapt to constant changes in the law or practice procedures as a result of changes to primary and secondary legislation, case law or internal policies and procedures.

Ability to engage constant and careful aural attention for the taking and understanding of instructions.

Ability to deal with constant interruptions by telephone and other Council officers.

Ability to manage a varied workload combining short routine transactions and more significant and demanding pieces of work.

### **Physical Demands**

Occasional site visits (once a month)

Ability to spend large amounts of time in front of a computer.

### **Emotional Demands**

Emotional demands from upset or confrontational members of the public and solicitors (once a week)

## **Working Conditions**

Standard office environment
-----------------------------

## Other Employment Requirements

This job may be suitable for occasional home working.

<b>ROLE SPECIFIC PERSON SPECIFICATION CONVEYANCING OFFICER</b>				
<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Values and Behaviours</b>				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
<b>Qualifications</b>				
Q1	Educated to degree or equivalent level in a relevant work area or with significant practical professional experience in conveyancing and property field.	X		
Q2	Possession of a professional legal qualification (such as Legal Practice Certificate or Membership of ILEX or Council of Licensed Conveyancers) or working towards one.		X	
<b>Knowledge</b>				
K1	Sound working knowledge of <ul style="list-style-type: none"> <li>- system of primary and delegated legislation and case law</li> <li>- general land law</li> <li>- common conveyancing practices and procedures</li> <li>- specific acts of parliament such as the Housing Acts and Landlord &amp; Tenants Acts and continually update that knowledge following any amendments</li> <li>- general knowledge of local government practices and procedures.</li> <li>- Computer literate with good practical knowledge of MS Office, including Word, Excel, PowerPoint, Outlook etc, and HR systems</li> </ul>	X		

K2	Working knowledge of drafting documents in order to be legally binding on all parties to them and other correspondence including letters, reports, spreadsheets, presentations etc using plain English or legal terms where appropriate to suit the audience it is intended for.	X		
K3	Sufficient numerical reasoning and analytical skills for correctly preparing completion statements or the request and acceptance of legal fees and consideration monies in respect of legal transactions	X		
K4	On-going commitment to continuous professional development to maintain up to date legal knowledge and understanding of the area of work A commitment to an understanding of the concept of equal opportunities	X		
K5	Sound working knowledge of electronic systems, and databases to maintain records of property and legal transactions		X	
K6	Established team working skills and the ability to work with a range of people		X	
K7	Professional knowledge of and the ability to adhere to landlord and tenant procedures and transactions.		X	
<b>Experience</b>				
E1	Previous experience providing technical advice and information on conveyancing and various aspects of property matters	X		
E2	Previous experience of resolving complex and varied legal problems	X		
E3	Previous experience of identifying any legal irregularities or potentially fraudulent activities when handling a case and refer any matters causing concern to the appropriate body	X		
E4	Experience of interpreting and analysing historical documents often written in complex legal language	X		
E5	Practical experience of interpreting and applying statutory requirements and local guidance appropriately.	X		

E6	Successful application of well-developed negotiation and communication skills in order to achieve desirable outcomes.	X		
E7	Experience of working in a busy, open plan, office environment		X	
E8	Experience of and/or ability to use a legal case management system to create files, accurately store all generated documents therein, create and update the individually programmed chains for the benefit of the legal department		X	

**Method of Assessment Codes**

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
---	------------------	---	-------------------------------	---	-----------	---	----------------------	---	-----------	---	-------

*For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)*