



Principal Property Lawyer and Team Leader

LEVEL:	Level 4B
ACCOUNTABLE TO:	Head of Legal Services & Monitoring Officer/Deputy Head of Legal Services and Deputy Monitoring Officer
SALARY:	£52,413 - £57,146 per annum (Pay award pending)
LOCATION:	Totnes/Tavistock/Agile Working
CONTRACT:	Permanent

Job Purpose

The Principal Property Lawyer and Team Leader supports the Councils' assets, property, contracts, and procurement teams by leading a small but highly competent team of property and contracts lawyers as well as by providing advice and support for more complex acquisitions and disposals, leases, and other land transactions.

The Principal Property Lawyer and Team Leader will also be the business partner for the assets, property, contracts, and procurement teams and will have responsibility for proactively engaging and collaborating with them about their business needs.

Working with the Head of Legal Services & Monitoring Officer/Deputy Head of Legal Services and Deputy Monitoring Officer, the Principal Property Lawyer and Team Leader will help to guide the Legal Services Team in delivering high quality legal services to the Councils, their members and officers.

Role Profile

- Providing proactive and high-quality support to the Director of Governance and the Head of Legal Services, in relation to the Councils' assets and property functions.
- Leading and managing the Property and Contracts team within Legal Services.
- Being the business partner for the Councils' assets, property, contracts, and procurement Teams.
- Drafting notices and other documents related to assets and property.
- Negotiating and drafting all relevant documents to support, sales and acquisitions, leases, and licences.
- Providing property-related projects with the relevant legal support.
- Providing professional and clear advice (both orally and in writing) to the Councils, Committees, Members and Officers on all Property matters.
- Instructing Counsel when authorised and where appropriate and to attend conferences with Counsel.
- Providing training and development to Members and Officers in relation to property matters.



- Carrying out all such other tasks that may from time to time be allocated by the Head of Legal Services and Monitoring Officer and/or the Deputy Head of Legal Services and Deputy Monitoring Officer.

Management & Supervision

To provide management and supervisory support to the Head of Legal Services and the Deputy Head of Legal Services including:

- leading and managing the Property and Contracts team within Legal Services.
- managing workflow and priorities.
- managing and continually improving performance through regular 1:1 discussions and constructive feedback.
- acting as a mentor to members of the Property and Contracts Team / Business Support supporting their personal and professional development.
- identifying, commissioning, and monitoring the impact of relevant training and learning opportunities.
- encouraging and facilitating staff to share and acquire knowledge and skills across the wider team.
- setting and monitoring performance objectives in line with corporate and service priorities.
- managing employee attendance.
- supporting employee wellbeing by advocating and facilitating flexible working and other associated Council policies and initiatives.
- assisting with the recruitment and selection of staff.
- Assisting the Head of Service with financial planning and service design.

Person Specification

Qualifications

Essential	Desirable
Extensive experience as a practising Solicitor or Barrister (or equivalent qualification and experience)	



Knowledge / Experience

Essential	Desirable
Substantial experience in property and contract legal matters including drafting, negotiating, and finding solutions to complex issues	Experience of working in local government sector
	Experience working closely with Councillors or partner organisations
	Experience of managing individuals

Skills / Abilities

Essential	Desirable
Ability to work effectively as part of a team work collaboratively with colleagues at all levels	Experience of working across boundaries or different areas of work to achieve desired outcomes
Exercise sound judgement in the public interest, setting out options and risks to Council as necessary	Track record for providing legal advice at short notice in a variety of settings
Capable of managing competing priorities and overseeing varied case load.	
Ability to give clear explanations whilst advising on complex legal matters	
Good verbal and written communication skills including influencing skills	
Strong negotiation and presentation skills	



General / Other

Essential	Desirable
An understanding of the Equal Opportunities, Customer Care and Health and Safety policies.	
An engaging enthusiastic and positive manner with a strong 'can do' approach	

General

The list is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.