Recruitment Information Pack

Legal Officer

Job Closing midnight, Tuesday 24 November 2026

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Working Together

Job Advert

Legal Officer

Job Title:	**Legal Officer**
Team / Department:	**Legal Services/Law and Governance**
Location:	Elizabeth House, Stratford-upon-Avon
Employment Status:	**Permanent**
Hours per week:	**37**
Working Arrangements:	**Office based**
Salary:	**Grade H - £37,563 - £40,444**

About Us:

Following the promotion of one of our legal officers, Stratford-on-Avon District Council is looking for a new legal officer to join our team.

Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 146,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.

At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.

Benefits:

As part of our team, you will enjoy a comprehensive benefits package, including:

Flexibility:
- A minimum of 25 days of annual leave, plus Bank Holidays (pro-rata for part time posts)
- Flexi-time scheme for a better work-life balance.

Lifestyle:
- Health Cash Plan Scheme for medical and dental expenses.
- Eye test voucher scheme
- Everyone Active Gym Membership discount

Professional Development:
- Training and Development opportunities.
- Payment of one professional subscription fee

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Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

What to Expect in the Role:

In this role, you will support the Head of Service, Legal Services Manager and Legal Team Leaders in providing a thorough, reliable, proactive, solution-focussed and accessible Legal Service to Members and Officers of Stratford-on-Avon District Council and Warwick District Council ("the Councils"), to any external clients and to collaborative partners.

You will be expected to manage and deliver effectively a personal caseload of legal matters including matters relating to planning obligations, housing disrepair and general litigation, including collating evidence and the preparation of paperwork such as draft planning obligations, pre-action protocol claims/ responses and Court bundles, and routine residential and commercial property matters.

Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):

The key accountabilities and responsibilities for support to the Planning and Regulatory fee earners within the team are:

- Monitoring progress of general litigation and housing disrepair files, and ensuring Court and other deadlines are met. Liaising with Housing at WDC for instructions in respect of these matters.
- Assisting litigation colleagues in the listing of matters for hearings and other procedural matters, such as the creation of Court bundles or the preparation of instructions to Counsel.
- Drafting of planning obligations; liaising with Planning colleagues at both SDC and WDC to finalise and arrange for the execution and completion of planning obligations.
- Managing a housing disrepair and general litigation calendar to ensure deadlines are met in a timely manner.

The key accountabilities and responsibilities for support to the Property fee earners within the team are:

- Monitoring progress of files and providing updates to Team Leader and clients.
- Assisting fee earners on larger transactions in connection with e.g. obtaining of title information, requesting and reporting on search information and preparation of title reports.
- Undertaking Land Registry Searches and all other functions of the Land Registry Portal.
- Dealing with matters arising from completion e.g. Land Registry queries and monitoring land registry applications for the Team.
- Preparing Deeds of Variation in relation to correcting title on former Council properties.
- Preparing Deeds of Covenant and certificates of consent and compliance in relation to restrictions placed on former Council or Shared Ownership properties.

What You'll Need (Please see Job Description and Person Specification for more details):

- NALP Paralegal Practice Certificate of diploma (at Level 3 or 4), Postgraduate paralegal diploma, Law degree or non-law degree and post graduate law qualification or Legal secretary certificate or diploma.
- Legal experience of land and property transactions and/or litigation and/or planning obligations
- An ability to communicate effectively, both orally and in writing.
- An ability to work to tight deadlines and prioritise work under pressure
- An ability to work effectively with minimal supervision
- Strong attention to detail

Right To Work
Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

Use of Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.
Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

Interview Format
All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact **Marina Moss, Team Leader (Commercial)** on **01789 260877** or **marina.moss@stratford-dc.gov.uk**.

Applications will close at **midnight** on **Tuesday 24 November 2026**
Interviews will be held week beginning **30 November 2026**

To apply, please visit our website: Stratford-on-Avon District Council - Current Vacancies or email hr@stratford-dc.gov.uk

The Council is committed to equality of opportunity and aims to create a welcoming, inclusive workplace where we are all able to bring our whole selves to work and perform at our best.

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Job Description

Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions, e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title	**Legal Officer**		
Salary Grade	Grade H	**JE ID**	A3183/A3184
Contract Length	Permanent		
Hours	37		
Department	Law and Governance		
Section	Legal Services		
Location	Elizabeth House, Church Street, Stratford Upon Avon, CV37 6HX		
Responsible to	Team Leader - Commercial		
Responsible for	N/A		

Role Purpose

To support the Head of Service, Legal Services Manager and Legal Team Leaders in providing a thorough, reliable, proactive, solution-focussed and accessible Legal Service to Members and Officers of Stratford on Avon District Council and Warwick District Council ("the Councils"), to any external clients and to collaborative partners.

Principal Duties and Responsibilities

- To manage and deliver effectively a personal caseload of legal matters including matters relating to simple routine residential and commercial property matters, simple planning obligations and housing disrepair and general litigation. This includes collating evidence and the preparation of paperwork such as draft planning obligations, pre-action protocol claims/ responses and Court bundles.
- Monitoring progress of files, ensuring Court and other deadlines are met. Liaising with Housing at WDC for instructions in respect of these matters and providing updates to the relevant Team Leader and clients.

- Assisting fee earners on larger property transactions in connection with e.g. obtaining of title information, requesting and reporting on search information and preparation of title reports.
- Assisting fee earners on litigation matters in the listing of matters for hearings and other procedural matters, such as the creation of Court bundles or the preparation of instructions to Counsel.
- Attending and participating in Counsel or client meetings, when required.
- Undertaking Land Registry Searches and all other functions of the Land Registry Portal.
- Dealing with enquiries relating to housing disrepair, other litigation matters and matters arising from completion e.g. Land Registry queries and monitoring land registry applications for the Team.
- Completion of property transactions and liaising with fee earners and various client teams in preparing completion and post completion paperwork.
- Dealing with enquiries relating to housing disrepair, other litigation matters and matters arising from completion e.g. Land Registry queries and monitoring land registry applications for the Team.
- Preparing Deeds of Variation in relation to correcting title on former Council properties.
- Preparing Deeds of Covenant and certificates of consent and compliance in relation to restrictions placed on former Council or Shared Ownership properties.
- Drafting of planning obligations; liaising with Planning colleagues at both SDC and WDC to finalise and arrange for the execution and completion of planning obligations.
- Dealing with consents in relation to the First Homes Scheme.
- Assisting Fee Earners in the creation of a bank of precedent documents.
- Managing a housing disrepair and general litigation calendar to ensure deadlines are met in a timely manner.
- Identifying suitable expert witnesses for general litigation matters; preparing draft instructions for expert witnesses for litigation matters for approval by Fee earner with conduct of the case. Preparing bundles of supporting material to be sent to experts.
- Attendance at Court with Counsel.
- Undertaking research on specific topics and attending online legal updates to improve own technical knowledge and that of the wider Team.
- Providing input into streamlining and improving the Team's processing and reporting procedures.
- Assisting with migration to and development of a new case management system
- Assisting fee earners with office-based tasks as many fee earners work from home
- To undertake such other duties and responsibilities as may from time to time be assigned by the Head of Service or Legal Services Manager or the Team Leaders within the Legal Service commensurate with the grade of the post.

Budgetary Responsibilities

- To ensure that you operate within the Council's Constitution and Contract Standing Orders.

Corporate Responsibilities

- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- To act positively to create a welcoming, inclusive workplace where all staff are able to bring their whole selves to work and perform at their best. Trust, integrity, approachability and adaptability will be encouraged and valued.
- To assist the Council in ensuring that they meet their responsibilities under the Civil Contingencies Act and that effective arrangements are in place for emergency planning and business continuity. Including taking part in the Duty Officer rota.
- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.

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- To act positively to create a welcoming, inclusive workplace where all staff are able to bring their whole selves to work and perform at their best. Trust, integrity, approachability and adaptability will be encouraged and valued.
- This is a politically restricted specified post as defined by the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009.
- This post is considered to be 'public facing' in accordance with the Immigration Act 2016 (part 7). Therefore, postholders are required to speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

Essential Criteria

1	NALP Paralegal Practice Certificate of diploma (at Level 3 or 4), Postgraduate paralegal diploma, Law degree or non-law degree and post graduate law qualification or Legal secretary certificate or diploma.	A/D
2	To speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role. This will be measured during the interview process.	A
3	Legal experience of land and property transactions and/or litigation and/or planning obligations	A/I/T
4	An ability to communicate effectively both orally and in writing	A/I/T
5	Ability to work to tight deadlines and prioritise work under pressure	A/I/T
6	Ability to work effectively with minimal supervision	A/I
7	Strong attention to detail	A/I/T
8	Positive, 'can-do' attitude	A/I
9	Solution-focused	A/I/T
10	Proficient in the use of Word, Outlook, Excel and legal research websites	A/I
11	Ability to travel to attend hearings at Court and elsewhere.	A/I

Desirable Criteria

1	Local government legal experience	A/I
2	Residential conveyancing experience, especially relating to Council housing	A/I
3	Experience of operating a legal case management system (Iken or similar)	A/I
4	Willingness and an ability to learn new areas of law	A/I
5	Knowledge and understanding of Local Government governance and decision-making procedures	A/I

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Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Legal Officer	Post Ref:	PU2000406
Service Area:	Law and Governance	Team:	Legal Services

Salary Range and Grade	£37,563 - £40,444	Grade H
Contract Type	Permanent	
Business Mileage	Casual 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	37 hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	4 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	No	
DBS Check	Basic (no practicing certificate)	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	
Participation in Salary Sacrifice Scheme	Halfords Cycle to Work	
People with Disabilities	People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on	

	their application form. Under The Equality Act 2010, a person has a disability if: They have a physical or mental impairment. The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.
No Smoking Policy	The Council operates a no-smoking policy throughout all Council premises. Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.

Interview Arrangements

Interview Day and Date	Week commencing 30 November 2026
Interview Location	Elizabeth House, Church Street, Stratford upon Avon CV37 6HX
Closing Date for Completed Applications	**Midnight, Tuesday 24 November 2026**

Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary

Flexi time*

Flexible Working
(including Homeworking*, Hybrid Working Environment - Minimum 40% of time in the office*, Agile Working*)

Work laptop, keyboard, mouse, additional screen and headset.

Work mobile phone*

Access to training & development

Opportunities for career progression

Full time working hours
37 per week
(8.45am – 5.15pm Mon – Wed, 8.45am – 5.00pm Thurs/Fri)

Free office town centre parking

Excellent office town centre location
- Easy to reach by road or rail

25 days annual leave basic entitlement, plus
- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)
- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period

Volunteering Opportunities (Paid Leave)
- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling

Automatic enrolment into the Local Government Pension Scheme
(Career Average Scheme)

Supportive sick pay scheme

A commitment to equality, diversity and inclusion

Enhanced Maternity and Paternity pay

Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active Gym Membership scheme

Professional subscription paid
(one essential subscription)

*Not applicable to all roles

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