**GOVERNANCE Service Area**

**Legal Services**

# JOB DESCRIPTION

**Job Title:** Legal Officer (Property) – Corporate Legal Team

**Service Unit:** Legal Services

**Service Area:** Governance

**Grade:** G

**Job Purpose**

To provide legal advice and assistance and undertake legal casework including dealing with legal work arising from the Council’s role as land owner including conveyancing transactions, leases, notices to quit and registration and other dealings with charges..

To undertake the duties of the post in a positive manner so as to aim to achieve, so far as possible within, the policy objectives of the Council and ensure that Legal Services provides excellent customer service.

**Main Duties and Responsibilities:**

1. To undertake legal casework on a range of more routine property cases, both acquisitions and disposals and leasehold issues;
2. Legal casework on a range of routine local government issues, including for example, statutory orders and miscellaneous environmental matters, Adult Social Services and education;
3. To provide a full range of professional legal advice and services to the Council on all aspects of the Council’s activities as required;
4. To liaise with the clients to ensure a responsive and cost-effective service is being provided;
5. To keep up to date with developments in local government and the law which are relevant to the post;
6. To use appropriately the information and communications technology of Legal Services when carrying out work;
7. To present training courses and services to staff in Legal Services and other Services and Members of the Council;
8. To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of continuous improvement and best value;
9. To maintain and follow appropriate office procedures and to provide relevant statistical and management information as may from time to time be required;
10. To undertake such other duties within Legal Services as from time to time may be required which are commensurate with the grading and general character of the post.

**GOVERNANCE Service Area**

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**PERSON SPECIFICATION**

# LEGAL OFFICER (PROPERTY)

**A. EDUCATIONAL STANDARDS/QUALIFICATIONS**

1. Member of the Institute of Legal Executives (or equivalent) or about to be

admitted to membership in the next six months Essential

2. Post qualification/relevant training Desirable

**B. EXPERIENCE**

1. Six months’ relevant experience as a “practising” lawyer Essential

2. Experience of advocacy before Courts/Tribunals Desirable

3. Experience in working in Local Government Desirable

**C. KEY SKILLS**

1. Ability to work under pressure Essential

2. Ability to communicate clearly both orally and in writing Essential

3. Ability to organise and prioritise workloads Essential

4. High level legal skills Essential

**D. KEY KNOWLEDGE**

1. Knowledge of Property law and conveyancing procedures Essential

2. Knowledge of land registry procedures Desirable

**E. KEY APTITUDES AND PERSONAL QUALITIES**

1. Confidence Essential

2. Good interpersonal and customer care skills Essential

3. Understanding and awareness of equality issues Essential

4. Commitment to modern local government Essential

5. Commitment to continuous improvement Essential

6. IT literate Essential

7. Flexible and can-do approach Essential

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.