

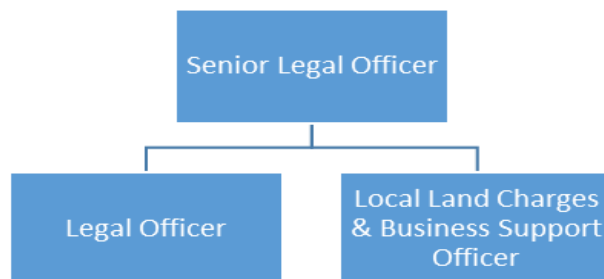
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

| | |
|---|--|
| Service: | RESOURCES |
| Section: | Legal Services (Development and Property Team) |
| Location: | Number One Riverside, Smith Street, Rochdale |
| Job Title: | Legal Executive/Solicitor The post holder will be employed in the Development & Property Team |
| Post Number: | |
| Grade: | Grade 9 |
| Accountable to: | Senior Legal Executive (Development & Property Team) |
| Accountable for: | Legal Officer, Senior Supports Office (Land Charges) and Temporary Disposals Project Legal Officer |
| Hours of Duty: | 37 flexible working hours subject to the Service's Work-Life Balance Scheme and in accordance with the needs of the service. |
| Any Special Conditions of Service: | <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>Casual Car User</p> <p>This Post is Politically Restricted in accordance with the current regulations.</p> |

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart



Purpose and Objectives of the Job

1. To provide an effective in-house legal service to the Council.
2. To undertake personally more complex, high value/high risk or important legal work as required by the Senior Legal Executive.
3. To deputise for the Senior Legal Executive as required.
4. To assist the Senior Legal Executive in the management of the Development & Property Team.

Control of Resources

Personnel

To be responsible for the direct line management of the Legal Officer and the Temporary Disposals Project Legal Officer.

Financial

- To negotiate settlements and make any payments required.
- To negotiate and arrange payment of Counsel's fees on behalf of the Authority.
- To agree, if necessary by assessment, and arrange payment of any costs awarded against the Council.
- To pay Court, witness, experts and other fees.
- To record time for the purposes of charging and trading accounts.
- To be responsible for the receipt of and making of payments in connection with property transactions undertaken by the Post Holder which can, from time to time, be high values in the region of one million pounds and above.
- To approve financial payments being made by the Legal Officer and the Disposals Project Legal Officer in connection with property transactions.

Equipment/Materials

Responsible only for that equipment used by the post holder, although may recommend the purchase of items, if necessary.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:-

- All staff within Legal Services
- Other staff of Legal Governance and Workforce
- Officers of other Council Service Areas
- Members of the Council

External:-

- Relevant partners (e.g. Link4life, Rochdale Boroughwide Housing and Rochdale Development Agency/external stakeholders)
- Relevant external organisations (e.g. Inland Revenue, Land Registry; Lands Tribunal; Leasehold Valuation Tribunal)
- Court Service
- Counsel/Counsel's Clerks
- Solicitors and Licensed Conveyancers in Private Practice and other external advisers
- Parties to proceedings (including their representatives)
- Officers of Government Departments and Agencies
- Other Local Authorities and public bodies
- Members of Parliament
- Members of the Public

Responsibilities

The post holder must -

1. Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
2. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
3. To be responsible for legal work within Legal Services.
4. To act as a legal representative for the Council and to provide advice and guidance to elected Council members and to officers.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and open

Be aware of and apply these behaviours at all times.

Principal Duties (Development & Property)

1. To undertake a substantial personal legal workload in connection with land and property matters/transactions of both a residential and/or commercial nature which are commensurate with the Post Holder's Grade and qualification.
2. To carry out such work using own initiative to agreed Client and/or statutory timescales in an effective and efficient manner.
3. Where required by the Senior Legal Executive to undertake personally the more complex, high value/high risk or important legal work within the scope of the Development & Property Section.
4. To be personally responsible for the day to day organisation and prioritising of personal workload.
5. To attend at meetings and advise as appropriate.
6. To work flexibly as part of a Team to cover commitments and work as required.
7. To assist the Senior Legal Executive in helping to deliver the Council's legal projects.
8. To carry out such other duties as may be reasonably required which are commensurate with the Post Holder's Grade, experience, training and level of responsibility within the Council at the initial place of work or at or from any other of the Council's establishments.
9. To assist the Senior Legal Executive in reviewing and analysing legal practices and recommending alternative good practice to Team members and Client Services and to assist in drafting guidance notes and model legal templates.
10. To undertake 1-2-1/PDR and sickness monitoring in respect of those Legal Officers for whom you are responsible.
11. To supervise those Legal Officers for whom you are responsible and provide training to those officers and other members of the Team.
12. To assist the Senior Legal Executive in the efficient and effective allocation of property related work to the Officers for whom you are responsible.
13. To develop or assist in the development of Council policies and procedures.
14. To provide guidance and/or training in the appropriate format to Clients in relation to property related matters.
15. To personally keep fully up to date with relevant law and policy within the scope of the Development & Property work areas and advise Members and Council Officers accordingly.
16. To deputise for the Senior Legal Executive and undertake such other tasks as required by the Senior Legal Executive.
17. To advise on a wide range of property related legal matters as instructed by the Head of Legal or the Assistant Director of Resources.
18. To perform all functions and duties effectively and in accordance with the following:
 - The Council's policies and code of practice;
 - The Council's constitution;
 - Legal Services standards, objectives, targets and timescales;
 - Legal Service's quality procedures.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by:

Julie Sherratt

Date: 05.0.2023_____

Agreed by Post holder _____

Date _____

Supervisor _____

Date _____

Service Director _____

Date _____

**Rochdale Metropolitan Borough Council
Person Specification**

| | | | |
|------------------|--|----------------------|----------------------------------|
| Service : | Resources Directorate (Legal, Governance & Workforce) | Post: | Legal Executive/Solicitor |
| Section : | Legal Services (Development & Property Team) | Post Number : | |
| Job Ref: | | Grade: | Grade 9 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

| Criteria | | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment |
|--|--|---|---|
| (a) Special Working Conditions | | | |
| 1 | Please confirm you are willing to travel on occasion to visit sites or attend meetings | E | AF/I |
| 2 | Please confirm you are willing to attend meetings out of normal office hours where necessary | E | AF |
| (b) Qualifications and Experience | | | |
| 1 | Please confirm you are a Chartered Fellow of the Institute of Legal Executives or qualified Solicitor/barrister | E | AF/I and production of certificate at interview |
| 2 | Please provide evidence of your commitment to continuous professional development. | E | AF/I |
| 3 | What is your extensive knowledge and understanding of land and property related law? | E | AF/I |
| 4 | Give details of your substantial experience of handling a varied property based case load with minimal supervision | E | AF/I |
| 5 | Please give details of your experience of undertaking more complex, high value/high risk or important legal work | E | AF/I |
| 6 | What is your experience of local authority committees and other decision making forums? | E | AF/I |
| 7 | Please give details of your experience of being trained in management. | E | AF/I |
| 8 | Demonstrate your experience of working effectively as a member of a Team | E | AF/I |
| 9 | Give details of your experience of conducting effective legal research | E | AF/I |
| 10 | What is your experience of preparing clear and concise documents and written presentations? | E | AF/I |

| | | | |
|----------------------------------|--|---|------|
| 11 | Please give details of your experience of providing legal training | E | AF/I |
| (c) Skills and Knowledge | | | |
| 12 | Demonstrate your ability to communicate effectively both orally and in writing. | E | AF/I |
| 13 | Please give details of your ability to plan and organise own workload competently, with minimum supervision, and to strict deadlines. | E | AF/I |
| 14 | What is your ability to communicate effectively and establish productive relationships with all levels of the Council and all other organisations | E | AF/I |
| 15 | What is your ability to negotiate and influence. | E | AF/I |
| 16 | Demonstrate that you possess or have the ability to develop ICT skills. | E | AF/I |
| 17 | What is your ability to grasp and assimilate new information quickly? | E | AF/I |
| (d) Behaviours and Values | | | |
| 1 | <p>Approach the job at all times using the behaviours set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and open <p>Please confirm you are aware of and will apply these behaviours at all times.</p> | E | AF/I |