

## **ROCHDALE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**Service:** RESOURCES

**Section:** Legal Services

**Location:** Number One Riverside, Smith Street, Rochdale OL16 1XU

**Job Title:** Senior Legal Property Team Executive/Team Leader

**Post Number:**

**Grade:** 10

**Accountable to:** Head of Legal

**Accountable for:** Development and Property Team

**Hours of Duty:** 37 Hours per week subject to the Council's Scheme of flexible working or the Service's Work-Life Balance Scheme. Additional evening work is necessary, mainly related to attendance at Committees or late meetings for which time in lieu will be granted

**Any Special Conditions of Service:** 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 Rochdale Borough Council.

Casual Car User

The post is subject to restriction on public political activity in accordance with the provisions of Part 1 of the Local Government & Housing Act 1989

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

## **Purpose and Objectives of the Job**

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To contribute to the development of the Development and Property Team and the Council's Legal Services as a Team Leader

To provide professional guidance and supervision to members of the Development and Property Team adhering to the highest professional standards; and to support and mentor more junior members of the Team and assist them in dealing with difficult or complex cases including assisting in the preparation of legal documentation

To undertake a complex and high profile caseload dealing with every aspect of legal work relevant to the post of Senior Legal Property Team Executive/Team Leader including resolving complex professional and politically sensitive matters in an effective manner and establishing precedents for the resolution of similar matters

To provide succinct and clear legal advice to Members, senior officers and external clients which is practical and solution focussed including taking on the role of lead relationship manager with clients where appropriate

To represent the Council in Committees and to undertake advocacy as appropriate

To keep up to date with all relevant legislation and codes of practice and to comply with any continuing professional requirements

To carry out research as and when required and to lead on areas of practice development both for the Development and Property Team and Council including managing the delivery of client and lawyer training in respect of the specialist area

To manage and develop the Development and Property Team including recruitment and retention of team members and carrying out development reviews in accordance with Council policies

To develop and implement efficient practices ensuring that the Development and Property Team develops and operates in line with Council priorities

To undertake such other legal duties commensurate with grade as are assigned to the post holder by the Assistant Director (Legal, Governance & Workforce) or Head of Legal Services demonstrating political sensitivity at all times.

To effectively influence a range of stakeholders in order to achieve beneficial outcomes for Legal Services.

Personal commitment to learning and development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued resulting in equal access and treatment in employment, service delivery and communications.

### **Control of Resources**

To work in accordance with the financial regulations and procedures of the authority

To negotiate, maintain and arrange payment of external lawyers' fees and other related expenditure

To record time for the purposes of charging and trading account

#### **Personnel**

To be responsible for the day to day management of the Development and Property Team

To be responsible for the direction, support and motivation of self

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and the Development and Property Team/any staff accountable to post holder

### **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.

The post holder will assist in developing the skills and knowledge of other Legal Officers in relation to relevant legal work

## **Relationships (Internal and External)**

### **Internal:-**

- All staff within Legal Services
- Other staff in the Council
- Officers of other Council Service Areas
- Members of the Council

### **External:-**

- Relevant partners (e.g. Rochdale Boroughwide Cultural Trust (Your Trust), Rochdale Boroughwide Housing and Rochdale Development Agency/external stakeholders)
- Relevant external organisations (e.g. Inland Revenue, Land Registry; Lands Tribunal; Leasehold Valuation Tribunal )
- Staff of outside Agencies;
- Solicitors in Private Practice and other external advisers
- Officers in 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. Be responsible for legal work within Legal Services.
4. 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**

1. To provide an effective, efficient and professional in-house legal service to the Council
2. To act as a senior point of contact for clients both internally and externally
3. To provide in-house legal support to the Council in connection with land and property matters (including significant and major projects) and miscellaneous legal work including undertaking complex and high profile matters within the specialist field.
4. To prepare for and represent or secure representation for the Council and to conduct proceedings at any hearing in appropriate cases
5. To attend and advise at Committees and Sub-Committees of the Council and at any other meetings with Members
6. To attend, advise and if required, chair any Inter-Service Working Groups, Working Parties, panels, Internal Disciplinary Panels, Multi-Agency Meetings and Inter-Service Meetings
7. To provide advice and assistance where required to other Officers in Legal Services and other Services in relation to legal work and its impact on their duties
8. To advise senior officers, members and external clients in a proactive and politically sensitive manner in line with the Council's values, behaviours and strategic objectives
9. To line manage, provide professional support, supervision and development to the Development and Property Team
10. To assist the Head of Legal Services in the strategic management of the Development and Property Team
11. To advise on a wide range of legal issues and undertake such other legal work as instructed by the Head of Legal
12. To act as an Authorised Signatory on behalf of the Council in the signing of various documents that are presented to Legal Services

## **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: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Post holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

## Rochdale Borough Council

### Person Specification

<b>Service :</b>	<b>Resources</b>	<b>Post:</b>	<b>Senior Legal Property Team Executive/Team Leader</b>
<b>Section :</b>	<b>Legal Services</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	10

#### **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.

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<b>Criteria</b>		<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Qualification and Experience</b>			
1	Qualified or working towards qualification as a Solicitor/Barrister/FCILEX and, if qualified, holding a current Practising Certificate	E	AF & Certificates
2	Evidence of Continuous Professional Development	E	AF/I
3	Experience of representing the Council in a professional legal capacity in Committees and other meetings both external and internal; including undertaking advocacy as appropriate	E	AF/I
4	Experience of working for a Local Authority Legal Service	E	AF/I
5	Experience of attending and advising at committees and sub-committees and other meetings with Members, and at meetings with officers and others	E	AF/I
6	Experience of giving advice and undertaking legal work as to the Council's powers, duties and functions including advice on matters relating to the legal and constitutional framework within which the Council operates.	E	AF/I
<b>(b) Skills and Knowledge</b>			
1.	Ability to communicate with Members, senior management, senior colleagues, courts, colleagues and services across the Council	E	AF/I

2.	Ability to manage the Development and Property Team to meet the needs of the Council and provide high levels of client care	E	AF/I
3.	Ability to work on own initiative and to exhibit strategic and political awareness in problem solving and decision making	E	AF/I
4	Ability to provide training to Members, senior officers and the department/colleagues	E	AF/I
5.	Excellent customer service skills with ability to resolve complex customer queries	E	AF/I
6.	Excellent time management skills and the ability to manage and prioritise a significant caseload of complex legal work, working under pressure to meet potentially conflicting deadlines and changing demands	E	AF/I
7.	Experience of assessing the impact of legislation, case law and guidance and the ability to provide accurate advice in complex scenarios	E	AF/I
8.	Ability to lead the planning, development and delivery of a high quality legal service within specialist area which is responsive to client needs and provides value for money for the Council	E	AF/I
9.	Excellent research, investigative and analytical skills demonstrating evidence of the ability to identify and diagnose complex problems and issues and develop provide solutions	E	AF/I
10.	Understanding of the principles of public law as they apply to local government		
11.	Ability to use Microsoft Office applications ,case management system, online legal resources and other specialist systems	E	AF/I
12.	Able to work unsociable hours in order to attend meetings out of normal office hours where necessary and to travel where necessary (Full Driving Licence required)	E	AF/I
13.	Thorough knowledge of one or more of the following areas of work: (i) Commercial projects; (ii) Commercial/residential property; (iii) Commercial contracts: and (iv) Contract procurement	E	AF/I
<b>(c) Values and Behaviours</b>			
1	<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Be aware of and apply these behaviours at all times.</p>	E	AF/I