

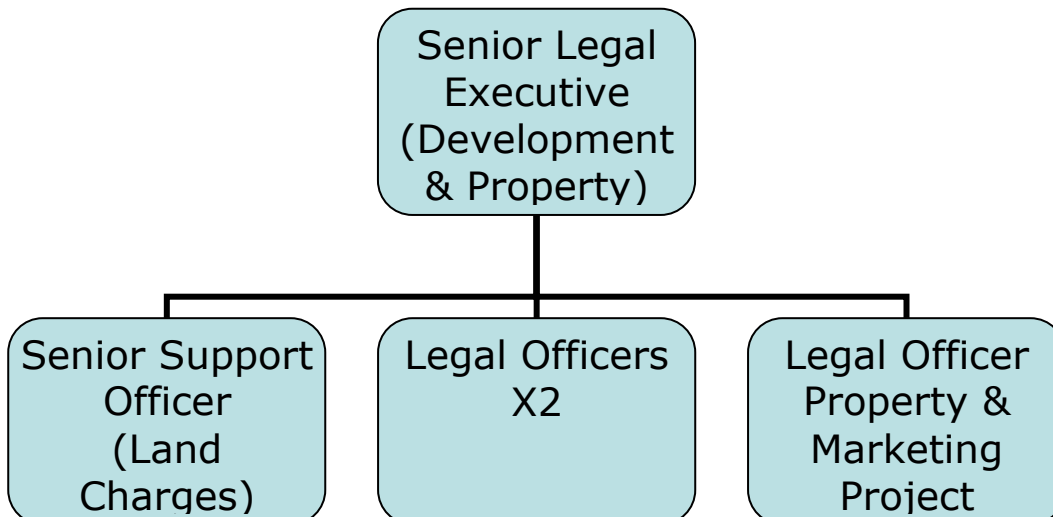
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Service:	RESOURCES - Legal Services
Section:	Development and Property Team
Location:	Number One Riverside, Smith Street, Rochdale
Job Title:	Legal Assistant/Officer
Post Number:	
Grade:	Career Grade 4 to 7 (subject to experience and qualifications)
Accountable to:	Senior Legal Property Team Executive/Team Leader
Hours of Duty:	37 hours per week subject to the Council's Scheme of Flexible Working Hours or the Service's Work-Life Balance Scheme.
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>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</p> <p>Career Graded Post - see attached Career Grade Matrix</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, efficient comprehensive and professional in-house legal service to the Council in respect of all aspects of property work.
2. To undertake a caseload consisting of a variety of property work of increasing value and responsibility depending on experience and to ensure the efficient and effective execution of the Council's property legal work.
3. To provide in-house legal support to the Council in relation to the Council's functions.
4. To provide succinct and clear legal advice to Members, senior officers and external clients which is practical and solution focussed
5. To ensure the efficient and effective execution of the Council's legal work arising from decisions of the Council, its Committees and the day-to-day operation of its Services.
6. To work collaboratively with the Rochdale Development Agency.
7. To keep up to date with all relevant legislation and codes of practice and to comply with any continuing professional development requirements
8. To undertake such other legal duties commensurate with grade as are assigned to the post holder by the Head of Legal or the Senior Legal Property Team Executive/Team Leader demonstrating political sensitivity at all times.

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

To negotiate settlement and make any payments required including the payment of Court, witness and experts fees and any costs awarded against the Council.

Personnel

To direct and support team members as necessary providing training and supervision to less experienced officers

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.

Relationships (Internal and External)

Internal:-

- All staff within Legal Services
- Other staff within the Council
- Members of the Council

External:-

- Solicitors in Private Practice and other external advisers
- Court Officers
- Officers of Government Departments
- 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 the legal work they undertake
4. Act as a legal representative for the Council and to provide advice and guidance to elected Council Members and Officers

Values and Behaviours

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

- Proud of the difference we make
- Passionate about the diversities of the borough
- Pioneering and Open in our approach

Be aware of and apply these behaviours at all times.

Principal Duties

To be responsible for ensuring that all aspects of the undermentioned legal work is undertaken in an efficient and effective manner from receipt of instruction to completion and post completion formalities by assisting the legal officers in the team and then undertaking own case load in connection with:-

1. Work relating to acquisitions of the freehold, leasehold, sub-leasehold and/or possessory titles in land and property, approval of the legal contracts, investigation of registered and unregistered titles and reporting on all matters arising and then advising on the implications, any restrictions affecting the land, any complex issues and matters arising from the investigation including solutions to deal with potential issues prior to exchange of contract, raising all appropriate enquiries and searches prior to exchanging contracts, exchanging contracts, drafting conveyances, assignments, leases, sub leases, transfers and any other legal document required to ensure that the negotiated legal estate is acquired, raising all appropriate requisitions and searches prior to legal completion, requesting all appropriate legal undertakings and dealing with the subsequent discharge and cancellation as appropriate of charges and restrictions on the title, formal completion, post-completion formalities including dealing with HM Customs & Revenue regarding Stamp Duty Land Tax and registration of the Council's title at the Land Registry.
2. Work relating to disposals of the freehold, leasehold, sub-leasehold and/or possessory titles in land and property, dealing with title check requests in respect of a disposal to advise as to whether or not the title is sufficient for the disposal envisaged, advising on all implications, restrictions, complex issues and matters arising from that title check which would prevent the disposal and offer effective solutions to enable the disposal to proceed, drafting legal contracts including all relevant conditions, preparing evidence of the Council's title and all associated documentation, dealing with any title problems and advising on and taking such necessary action as is required to perfect the titles, dealing with the responses to all pre-contract enquiries and searches raised by the Buyer's Solicitors, exchange of contract, approval of conveyances, assignments, leases, sub leases, transfers and any other legal document drafted and submitted for approval to ensure that the negotiated legal estate is being disposed of, dealing with replies to requisitions on title and all searches raised by the Buyer's Solicitors, formal completion, providing any legal undertaking and ensuring it is discharged and cancelled and post completion formalities.
3. Drafting and/or approving from receipt of instructions to completion of leases, building agreements, development agreements, overage agreements, licences, tenancy agreements, tenancies at will, wayleave agreements, other agreements, easements, rent reviews, deeds of surrender, variation, rectification, release, covenant and other miscellaneous transactions, enforced sales, sale of repossessed property, statutory vestings and drafting of all deeds and documents as appropriate in relation to land and property and depending on the nature of the transaction.
4. Work relating to mortgages to purchase, improvement loans, transfer of mortgages, redemption of mortgages, discharge of mortgages and removal of restrictions from the title and other miscellaneous transactions relating to mortgages.
5. Work relating to all post-completion issues which may arise including advising and finding effective solutions.
6. Work relating to ground rent title issues, any other title issue, claims of possessory titles or prescribed rights both by and against the Council and any other land and property issue of whatever nature.
7. Work relating to the Enforced Sale Procedure and Empty Dwellings Management Orders.
8. Work relating to Lands Tribunal cases and Leasehold Valuation Tribunal cases.
9. Work relating to perfecting the Council's title to land and property as and whenever necessary.
10. Work relating to academy conversions under the Academies Act 2010.

11. Work relating to Housing Market Regeneration and/or any project/scheme from time to time requiring land and property advice
12. Work relating to all land and property matters/transactions of both a residential and/or commercial nature and at the appropriate level.
13. Property matters arising from Community Care issues including providing advice and dealing with deferred payment agreements in accordance with the Care Act 2014.
14. Providing assistance to the other legal officers in Legal Services as required
15. To keep up to date with relevant law and policy and advise Members and Officers accordingly.
16. Such other tasks as required by the Senior Legal Property Team Executive or the Head of Legal Services.

Secondary Duties

1. 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).
2. To participate in Council programmes of in-service training as a trainee.

Job Description prepared by: _____ Date: _____

Agreed by Post holder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

Rochdale Borough Council Person Specification

Service :	Legal & Governance	Post:	Legal Officer
Section :	Legal	Post Number :	
Job Ref:		Grade:	Grade 4 - 7 career

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) Qualification and Experience		
1 Four GCSE subject passes (including English)	E	AF and certificates to be produced at interview
(b) Skills and Knowledge		
1 Tell us about your ability to communicate effectively both orally and in writing.	E	AF/I/A
2 Tell us about your understanding of the principles of working as a team.	E	AF/I
3 Tell us how you would deal with working to tight deadlines. What would you do if you knew you could not meet the deadline?	E	AF/I
4 Please give details of your organisational and time management skills.	E	AF/I
5 Please give details of your use of ICT (preferably Word, Outlook, Excel and legal research websites).	E	AF/I/A
6 Previous Local Government experience in legal office, or general experience of working in a legal office or holding a legal qualification.	D	AF
(c) Behaviours and Values		
Approach the job at all times using the behaviours set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our approach Please confirm you are aware of and will apply these behaviours at all times.	E	AF/I

