

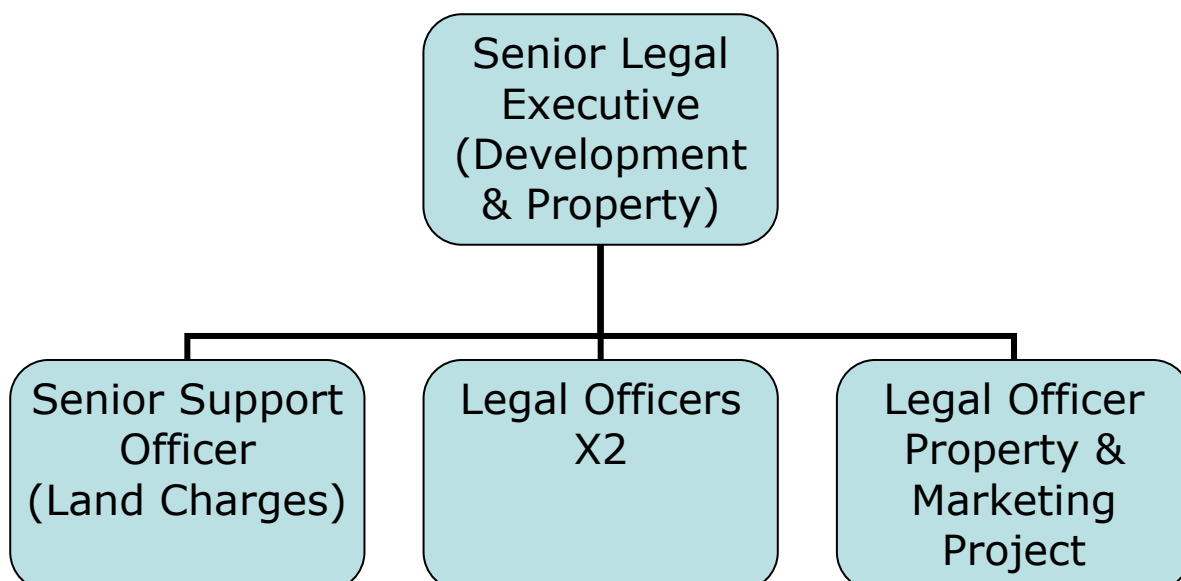
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Service:	RESOURCES - Legal Services
Section:	Development and Property Team
Location:	Number One Riverside, Smith Street, Rochdale
Job Title:	Legal Assistant
Post Number:	
Grade:	Grade 4
Accountable to:	Senior Legal Property Team Executive
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>

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 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

Financial

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

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

To record time for the purpose of charging and trading accounts.

Responsibility for financial transactions associated with land purchase/sale/interests.

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
- 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 with appropriate supervision from receipt of instruction to completion and post completion formalities by assisting the legal officers in the team in connection with:-

1. Work relating to acquisitions of the freehold, leasehold, sub-leasehold and/or possessory titles in land and property, including the drafting of appropriate documentation, 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, including drafting of appropriate documentation, preparing evidence of the Council's title and all associated documentation, 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.
3. Dealing with title check requests prior to a disposal, to advise as to whether or not the title is sufficient for the disposal envisaged and advising on all implications and matters arising from that title check which would prevent the disposal.
4. Drafting and/or approving from receipt of instructions to completion of leases, licences, tenancy agreements, tenancies at will, wayleave agreements, other agreements, easements, rent reviews, deeds of surrender, variation, rectification, release, covenant and other miscellaneous transactions, 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.
5. 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.
6. Work relating to all post-completion issues which may arise including advising and finding effective solutions.
7. 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.
8. Work relating to the Enforced Sale Procedure and Empty Dwellings Management Orders.
9. Work relating to perfecting the Council's title to land and property as and whenever necessary.
10. Work relating to Housing Market Regeneration and/or any project/scheme from time to time requiring land and property advice.
11. Work relating to all land and property matters/transactions of both a residential and/or commercial nature and at the appropriate level.
12. Work arising from Community Care issues including providing advice and dealing with deferred payment agreements in accordance with the Care Act 2014.
13. Providing assistance to the other legal officers in Legal Services as required

14. To keep up to date with relevant law and policy.

15. 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

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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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualifications 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		
<p>Approach the job at all times using the behaviours set out below:</p> <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 <p>Please confirm you are aware of and will apply these behaviours at all times.</p>	E	AF/I

