

---

**Post Title:** Property Lawyer

**Post Hours:** 37 hours per week

**Grade:** SO2

---

**Responsible to:** Head of Legal Services

**Responsible for:** Senior Legal Assistant and Legal Assistants

**Main contact associated with principal duties:**

- Staff in Legal Services
  - Service Managers
  - Elected members
- 

**Job Purpose:**

To undertake complex conveyancing work and give advice on such matters. To assist the Head of Legal Services in providing business and service support for Legal Services.

---

**Control of Resources:**

None.

---

**Main duties and responsibilities:**

**Conveyancing**

1. To carry out and also to supervise the Senior Legal Assistant and the Legal Assistants in the carrying out of complex registered and unregistered commercial and domestic conveyancing including dealing with sales, purchases, mortgages, mortgage redemptions and the drafting and legal work in connection with options, pre-emptions, easements, wayleaves, deeds of variation, boundary disputes, claims for adverse possession and the preparation of statutory declarations.
2. To carry out and also to supervise the Senior Legal Assistant and the Legal Assistants in the carrying out of routine and complex Landlord and Tenant matters including the drafting and legal work in connection with new and renewal leases, licences and tenancies, surrenders, licences to assign or underlet, deeds of variation, notices to quit and notices requiring forfeiture.
3. To assist the Senior Legal Assistant in developing and implementing the Council's Land Registration Programme.

## **Business and Service Support**

4. To ensure that the day-to-day work of Legal Services is properly directed towards realisation of the Council's corporate objectives and meets the requirements of service users.
5. To assist with the development of and to assist with keeping under review suitable management information and business systems, in particular the Civica time recording and case management system.
6. To assist with keeping the Legal Services Office Procedures Manual fully up to date.
7. To assist with the planning and management of the financial and other resources of Legal Services.
8. To assist in formulating and in ensuring the effective implementation of the Legal Services business plan.
9. To assist in ensuring that health and safety is managed efficiently within the Section and in particular to ensure that the annual review of risk assessments is undertaken.
10. To monitor the performance of the work of the Section including the implementation of satisfactory systems for the production of performance indicator data.

## **General**

11. To undertake such other duties and responsibilities of an equivalent nature as may be assigned from time to time.

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. A fellow of the Institute of Legal Executives, Solicitor or Barrister.	Essential	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
2. Proven achievement in providing business support for a legal or similar practice.	Essential	Application Interview
3. Sound knowledge of management practices and experience of implementing them.	Essential	Application Interview
4. Good oral and written communication skills.	Essential	Application Interview
5. A strong personal commitment to customer care and quality service delivery.	Essential	Application Interview
6. Open, approachable, facilitator and adaptable.	Essential	Application Interview
7. Both an effective team player and initiative taker.	Essential	Application Interview
8. A thorough knowledge of conveyancing work.	Essential	Application Interview
9. Experience of preparing business plans, service level agreements etc.	Desirable	Application Interview

Date: August 2020