## Job description

### Structure information

Job title: Lawyer – Property team

Reports to job title: Senior Lawyer

Directorate: Corporate Services

Division: Legal Services

Section: Property

Job identification number (JIN): 2407L2-4

### Job purpose

* To provide legal services to Client Departments in order to implement their decisions within the law specifically in connection with the Council’s property and housing portfolio.

### Principal accountabilities

1. To independently maintain a demanding property case load, prioritising work according to risk.

2. To keep up to date with developments in the law and to be able to communicate those to clients and colleagues.

3. To work with other lawyers, legal support officers and other colleagues within the Property Team and across the Legal Services Department and to support and assist with the development and training of junior colleagues and trainees.

4. To independently act upon instructions to carry the objectives of Client Departments into full and lawful effect, utilising the jobholder’s skills, expertise and knowledge.

5. To advise Client Departments of their statutory duties and the legal and other consequences of proposed courses of action so as to enable them to give or modify instructions effectively.

6. To notify the Senior Lawyer of any instructions or events that would result in a breach by the Council or an individual of any legislation, common law, standing order or rule of propriety or would constitute a course of action amounting to maladministration.

7.  To review the general activities of the Council in the areas of law and practice assigned to the post and to consider and propose alternative or difference courses of action to ensure effective implementation of Client proposals or achievements of objectives or resolve Client problems and/or to ensure best practice within Legal Services, particularly in the light of changes or developments in the law.

8. To ensure that all work is carried out to the standards required by the arrangement with the Client and by any policy or practice management standards adopted.

9. To be aware of the cost to the Client of individual activities, to make reasonable estimates of likely costs to Clients for the effective implementation of instructions, and to advise the Senior Lawyer in the event that such estimates or agreed fixed costs are likely to be exceeded.

10. To endorse and implement Client Care policies.

11. To contribute to the effective running of Legal Services.

12. To undertake other duties appropriate to the grade and character of the work as may be reasonably required.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

### Structure information

Job title: Lawyer

Reports to job title: Senior Lawyer

Directorate: Corporate Services

Division: Legal Services

Section: Property

Job identification number (JIN): 2407L2-4

### Essential criteria

#### Job-related education, qualifications, and knowledge

* Qualified and practising as a Solicitor, Barrister, or Fellow of the Institute of Legal Executives or equivalent person with proven abilities & experience of work at the highest level.
* Knowledge of Landlord and Tenant law and its practical application

#### Experience

* Lawyer posts cover a wide range of experience. An applicant for a post at M10/M9 will normally have at least 2/3 years relevant legal experience. A post at M11 is normally appropriate for an applicant with less relevant legal experience

Relevant legal experience is as follows:-

* Particular experience in commercial property, development and residential conveyancing.

#### Skills and abilities

Lawyer posts cover a wide range of knowledge, skills and abilities. This post specifically requires:

* Ability to communicate well and to explain complex legal issues in a readily understood manner.
* High quality drafting, negotiation and presentation skills.
* Ability to independently manage a demanding case load and to prioritise.
* Aptitude to use standard IT packages including email, case management and electronic legal resources.
* Strong team working skills.
* Aptitude to embrace new areas of law and concepts and to develop specialist skills further
* Political sensitivity, generally and in particular in relation to local councillors and local issues

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.