

JOB DESCRIPTION

JOB TITLE:	Property Solicitor		
GRADE:	PO8-PO13	SCP RANGE:	34 - 42
SECTION:	Legal Services	DIRECTORATE:	Corporate Services
POST LOCATION:	Myddelton House		

CRB REQUIREMENT:	N/A	CRB LEVEL:	
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ACCOMMODATION:	N/A
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DRIVER'S LICENCE & BUSINESS USE INSURANCE REQUIREMENTS:	
CAR ALLOWANCE:	
BUDGET LEVEL:	

REPORTING TO:	Head of Legal Services	POST No.	100773
RESPONSIBLE FOR:	N/A	POST No.	N/A

POLITICALLY RESTRICTED POSTS:	
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PURPOSE OF ROLE

To carry out the property legal work on behalf of the Authority providing directly the in-house legal property service including dealing with all land transactions both purchase and disposal, lease arrangements and licences.

To manage external legal advisors in relation to property law advice required by the Authority where this support is required in relation to particularly complex projects.

KEY RESPONSIBILITIES AND DUTIES

KEY RESPONSIBILITIES

- To act as the Authority's principal legal advisor in relation to property law matters and provide advice to Authority officers on property matters, in particular to the Head of Property and Property Surveyor.
- Support the Property Team in ensuring the efficient and timely management of the Authority's portfolio of commercial property including preparation and renewal of commercial leases and licences and consideration of and drafting of landlord consents and similar.
- Carry out the legal work in relation to disposals and acquisitions of land and the grant of

rights in land such as easements.

- To support and work alongside the Head of Legal Services on major projects on behalf of the Authority which include, but are not limited to, complex legal agreements relating to development projects on Authority land.
- Advising on and drafting works licences in relation to third party works on Authority land.
- Working with the Property Team, in developing processes to ensure a holistic and effective approach to management of the Authority's land including the development of the Authority's approach to dealing with utility companies and self-lay organisations and with network operators under the Electronic Communications Code.
- Advise and manage the legal aspects of dealing with encroachments and trespass on Authority land.
- To investigate land ownership, including applications to the Land Registry and analysis of deeds/documents held by the Authority.
- To be aware of and keep up to date with general changes in legislation and case law relating to property law and ensure that Authority officers, including members of the legal team, are kept up to date with relevant requirements.
- To obtain and maintain a working knowledge of the Lee Valley Regional Park Act 1966 in-house.
- Provide input into preparation of member reports.

PEOPLE RESPONSIBILITIES (EXTERNAL – INCLUDING MEMBERS)

- Liaise and instruct external solicitors and Counsel on behalf of the Authority as appropriate in relation to any property law matters.
- Liaise with in-house solicitors and external solicitors acting on behalf of third parties.
- Attend Member meetings if a matter that they are advising on is under discussion.

PEOPLE RESPONSIBILITIES (INTERNAL – INCLUDING CONTRACTORS & VOLUNTEERS)

The post carries no formal managerial responsibilities. However, the post holder is expected to:

- supervise junior members of the team in carrying out legal work; and
- provide informal coaching and support to other members of the team

FINANCIAL RESPONSIBILITIES

- Raising of purchase orders in respect of instruction of external legal services.
- Ensuring compliance with financial regulations when procuring external legal services.

<ul style="list-style-type: none"> To ensure timely processing of invoices in respect of external legal fees including cross checking against relevant purchase order and the timely payment of settlement costs.
OTHER RESOURCES RESPONSIBILITIES
<ul style="list-style-type: none"> To ensure the appropriate management of confidential and sensitive information in relation to property transactions and other matters.
GENERAL
<ul style="list-style-type: none"> To carry out all such duties as the Deputy Chief Executive and Head of Legal Services may reasonably require the post holder to undertake.

KEY CONTACTS

INTERNAL CONTACTS / PURPOSE	EXTERNAL CONTACTS / PURPOSE
<ul style="list-style-type: none"> Head of Property and Property Surveyor. Other Authority employees, including Directors and Senior Management. 	<ul style="list-style-type: none"> External legal organisations – those advising the Authority and those acting for third parties. In-house lawyers at partner organisations and third parties. Other organisations - national governing bodies, stakeholders, contractors and other members of the general public as legal representative of the Authority. Solicitors acting on behalf of third parties.

The Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-holder, it is liable to variation by management to reflect or anticipate changes in the job.

The Authority has a policy of working with volunteers to enhance the service we provide, part of your duties may at times involved working with or supervising volunteers as part of your normal working duties. Full training is available on working with volunteers from the HR team and through e-learning modules.

Sign off for Job Description and Person Specification

Job Description/Person Specification	Post Title	Date signed off
JD/PS Prepared by line manager		

JD/PS Agreed by second line manager		
JD/PS Agreed by HOS/AD by		
Consultation with post holder conducted by:		

PERSON SPECIFICATION

JOB TITLE:	Property Solicitor		
JOB TITLE No.	TBC	POST No.	TBC

KNOWLEDGE AND SKILLS	
ESSENTIAL	DESIRABLE
Knowledge	Knowledge
<ul style="list-style-type: none"> Expert knowledge of property law to include the following areas: commercial property, landlord and tenant matters, property acquisitions and disposals, drafting of works licences and easements, encroachment and trespass. 	<ul style="list-style-type: none"> Knowledge / understanding of open spaces, environmental & sport and leisure issues
Qualification	Qualification
<ul style="list-style-type: none"> Qualified Solicitor or Barrister holding a relevant and current professional qualification. 	
Experience	Experience
<ul style="list-style-type: none"> Demonstrable experience of working in a legal advisory role in a public sector environment or other organisation operating within a statutory framework. Demonstrable experience of delivering high-quality legal services in an in-house environment. Proven experience of planning and managing projects in co-operation with others. Verifiable experience representing an organisation in external meetings and in court. Demonstrable experience of working with organisational procedures, guidelines and policies. 	<ul style="list-style-type: none"> Good private practice experience.
Problem Solving / Decision Making + Mental Skills	Problem Solving / Decision Making + Mental Skills
<ul style="list-style-type: none"> Demonstrable ability to identify and analyse varied problems and develop solutions independently and in co-operation with others. Demonstrable ability to develop and execute plans independently and in co-operation with others. Verifiable ability to prioritise conflicting demands. Verifiable ability to organise own 	

<p>work both independently and on the basis of instructions.</p> <ul style="list-style-type: none"> • Demonstrable experience of effectively dealing with sensitive and confidential issues. • Proven ability to resolve conflict decisively whilst acting in an employer's best interest and in compliance with legal requirements. 	
Communication	Communication
<ul style="list-style-type: none"> • Demonstrable ability to exchange information concisely and intelligently, either written or orally, with a varied audience. • Proven ability to present complex subject matter intelligibly to a variety of audiences. • Demonstrable ability to establish rapport easily and to reach positive resolutions to issues. • Verifiable ability to act conciliatory and be results-focused in disputes. • Demonstrable ability to advise managers elsewhere in an organisation on relevant matters. • Verifiable ability to negotiate, influence or persuade for results. 	
Physical skills	Physical skills
<ul style="list-style-type: none"> • Demonstrable ability to work a keyboard with dexterity and precision on a daily basis. 	

EFFORT AND DEMANDS	
ESSENTIAL	DESIRABLE
Mental demands	Mental demands
<ul style="list-style-type: none"> • Demonstrable ability to work with concentration and attention for several hours at a time. • Proven ability to work under work-related pressure (deadlines, priorities). • Demonstrable ability to prioritise conflicting demands on a daily basis. • Verifiable accuracy in checking, reporting and completion of legal and administrative tasks. 	
Physical demands	Physical demands
<ul style="list-style-type: none"> • Proven ability to work with a computer sitting at a desk for several hours at a time. 	
Emotional demands	Emotional demands

Work Environment	Work Environment
<ul style="list-style-type: none"> Demonstrable ability to work in an office or similar environment almost all of the time. 	

Other requirements	Other requirements
ESSENTIAL	DESIRABLE
	Car owner and driver