



**Role Profile**

This section provides key information relating to the role

<b>Job Title:</b>	Conveyancing Officer		
<b>Post No:</b>	P01381	<b>Grade:</b>	E/F/G
<b>Team:</b>	Legal Services	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Principal Lawyer – Property and Contracts		
<b>Responsible for:</b>	N/A		

**Overall job purpose:**

To support the Principal Lawyer – Property & Contracts and the Legal Services Manager in the provision of a high quality and efficient legal service in all areas of conveyancing, property and contracts work.

The Conveyancing Officer will be responsible for a mixed caseload of routine and more complex residential and commercial property matters including (but not exclusively) 'Right to Buy' work, Leasehold Reversions, License's, Lease Renewal Notices, Boundary Enquiries and Epitomes of Title.

The postholder should be able to demonstrate significant legal experience in the above areas of work and of working in a busy legal conveyancing practice.

**Key areas of focus:**

1.	Conveyancing and Property Law Land Law Providing administrative support to the Conveyancing Team as required including cover for the work of the Legal Support Officer.
2.	The disposal of property on behalf of the Council (but not exclusively) Council house sales and freehold reversions with registered and unregistered titles including preparation of all necessary documentation.
3.	The acquisition on behalf of the Council of freehold and leasehold, commercial and residential property.
4.	Commercial lettings and matters relating thereto e.g. drafting and granting standard business leases, licences to assign, rent reviews and drafting and serving notices under the Landlord and Tenant Acts.
5.	Agreements relating to residential properties e.g. drafting and granting miscellaneous tenancies and licences.
6.	Dealing with postponements and redemptions of legal charges.
7.	To draft Liaising with the Finance team in the processing of large value transactions for the Council.

8.	Drafting a variety of miscellaneous agreements not included in 5 above, such as deeds of rectification, easements, wayleaves and release of covenants and the deduction of the Council's freehold title.
9.	Drafting straightforward planning agreements made under section 106 of the Town and Country Planning Act 1990.
10.	Preparing reports on title and performing land registry searches.
11.	Attending at internal meetings to advise on property matters as required.
12.	Using computer systems to produce documentation (based on stored precedents) for transactions.
13.	Providing advice to other departments on conveyancing issues involving the interpretation of statutes and deeds.
14.	To provide legal research and advice to internal clients on property and land law matters.
15.	Assisting in case of absence or unusually demanding work/workload of the Legal Support Officer.
16.	Liaison with key stakeholders including counsel, external solicitors, internal clients and councillors.
17.	To promote equality in the workplace and in the services of the Council.
18.	Any other duties that are commensurate with the level and grade of this post.

## Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
CILEX Level 3 Certificate and Professional Diploma in Law, or equivalent	x		AP
Fellow of the Chartered Institute of Legal Executives		x	AP
Educated to degree level		x	AP
Experience of working in a legal office including substantial experience of conveyancing procedures	x		AP/AS/IN
Conveyancing and property experience in Local Government		x	AP
Experience in contracts and procurement law.		x	AP/AS/IN
<b>Knowledge</b>			
Excellent knowledge of Local Government law and legislation	x		AP/AS/IN
Excellent knowledge of conveyancing, property and Land Law and contract law	x		AP/AS/IN
Knowledge of the statutory framework of Council tenants' 'Right-to-Buy'	x		AP/IN
A working knowledge of the provisions and effect of the Landlord and Tenant Act 1954 re the grant and termination of tenancies	x		AP/AS/IN
<b>Skills and abilities</b>			
Ability to communicate effectively, both orally and verbally, with other staff, clients, external third parties – e.g. solicitors – and to provide advice in accurate written and spoken English as appropriate.	x		AS/IN
Good keyboard skills to utilise effectively computerised conveyancing applications.	x		AS
Excellent IT skills to include MS Office programmes	x		AS

Ability to work to tight deadlines and to meet client requirements	x		AS
Ability to interpret legislation affecting carrying out duties of the post	x		AS
Ability to demonstrate knowledge and understanding of equality and diversity and be able to apply it to your role.	x		IN
<b>Other attributes</b>			
Well organised, well-motivated and a good team player	x		IN
Good attention to detail	x		AS/IN
Excellent drafting skills	x		AP/AS/IN
Ability to protect the Council's interests by effective drafting, negotiating and dealing with other side to a transaction.	x		IN
Willingness and ability to learn more complex matters and to progress your development		x	IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

## Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.