

Role Profile

This section provides key information relating to the role

Job Title:	Legal Services Team Manager - Property		
Post No:	RP0196	Grade:	M
Team:	Legal Services	Location:	Campus East
Responsible to:	Assistant Director Legal and Governance		
Responsible for:	Conveyancing Officer, Graduate Solicitor Apprentice, Conveyancing Officer and Principal Property & Contracts Lawyer		

Overall job purpose:

Responsible to the Assistant Director Legal and Governance for an effective provision of property and common law legal services and management of the Council's property team whilst carrying a complex case and legal advice workload.

Provide strategic support and guidance for the management, supervision and performance of the legal service team.

Key areas of focus:

1.	The provision of a comprehensive and effective property legal services protecting the Council's interests in all property transactional legal work including affordable housing. Full management of the property legal team.
2.	To personally undertake a workload of the most complex property and conveyancing work, contracts, compulsory purchase and planning/highways infrastructure agreements.
3.	To instruct and liaise with Counsel and outside professional experts and agents in respect of the matters listed above.
4.	Make recommendations to the Assistant Director Legal and Governance on updating the Council's Constitution and supporting documents including providing draft changes and to recommend changes to Council policy and procedures on property law matters.
5.	To represent the Council at lands tribunal or any other appropriate forums and attend internal and external property working groups and meetings. Including advocacy at the lands tribunal.
6.	Drafting submissions and developing arguments to represent the Council at the lands tribunal.

7.	To provide advice to Members, the Chief Executive, Directors and other Officers in respect to all property and conveyancing transactions and legislation, as well as in connection with contracts and infrastructure agreements.
8.	To maintain and draft as necessary a comprehensive set of precedent property and conveyancing documents for routine transactions.
9.	To draft reports and provide legal clearance to reports and attend Committees, Boards and Panels and Member Working Parties in respect of the property and housing matters, whenever appropriate, or as otherwise reasonably required by the Assistant Director Legal and Governance.
10.	To draft all types of documents necessary and to carry out all necessary negotiations to enable cases to proceed.
11.	Solving complex legal issues for property matters including defects on title negotiating lease clauses and terms to achieve the best outcomes for the Council balancing cost, risk, timescales and service needs.
12.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
14.	To be primarily responsible for the management and development of the Property Team by coaching, providing guidance and training to more junior members of the team.
15.	To attend interdepartmental working groups and project groups as and when required.
16.	To deliver the Council's commitment to equality and diversity both in the provision of services and as an employer.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Solicitor or Fellow of the Chartered Institute of Legal Executives or Barrister or equivalent.	x		AP
Extensive local government experience at a senior level.	x		AP
Substantial property experience in complex matters and of liaising with internal and external parties regarding property.	x		AP/AS/IN

Experience of providing legal clearance of committee reports dealing with property matters.	x		IN
Experience of managing and supervising team members including the management and supervision of lawyers.	x		AP/IN
Knowledge			
Excellent knowledge of local Government law/legislation	x		AP/AS/IN
Excellent knowledge of property law	x		AP/AS/IN
Knowledge of housing and planning law in relation to Local Authorities	x		AP/AS/IN
Knowledge of local government decision-making and governance framework.	x		AP/IN
Skills and abilities			
Excellent communication skills	x		AP/IN
Ability to use negotiation and advocacy skills to protect the council's interests	x		AS/IN
High levels of IT skills including MS Office	x		AS
Ability to interpret and advise on complex legislation	x		AS/IN
Ability to prioritise workload effectively to ensure key deadlines are met	x		AS/IN
Other attributes			
Ability to work flexibly and manage conflicting priorities	x		AS/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.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform 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.