



Role Profile

This section provides key information relating to the role

Job Title:	Principal Conveyancing Officer (Affordable Housing Programme)		
Post No:	P01316	Grade:	K/L
Team:	Legal Services	Location:	Campus East
Responsible to:	Legal Services Manager		
Responsible for:	Conveyancing Officer		

Overall job purpose:

Responsible to the Legal Services Manager as the main legal advisor for the delivery and co-ordination of legal support to the Council's Affordable Housing Programme and to work with the Principal Lawyer – Property and Contracts in supervising the Conveyancing Section in the absence of the Legal Services Manager as and when required.

Key areas of focus:

1.	To support and work under the supervision of the Legal Services Manager in the provision of a comprehensive and effective property and conveyancing service protecting the Council's interests in all relevant transactions.
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.	To draft all types of documents necessary and to carry out all necessary negotiations to enable cases to proceed.
5.	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.
6.	To draft reports, provide legal clearance to reports and to attend Committees, Boards and Panels and Member Working Parties in respect of the above matters, whenever appropriate, or as otherwise reasonably required by the Assistant Director – Legal and Governance or the Legal Services Manager.

7.	To represent the Council at land tribunal or any other appropriate forums.
8.	To keep abreast of all new legislation and case law in relevant areas of law and as otherwise reasonably required by the Assistant Director – Legal and Governance or the Legal Services Manager and to advise Members and colleagues accordingly.
9.	To maintain and draft as necessary a comprehensive set of precedent property and conveyancing documents for routine transactions.
10.	To attend internal and external property working groups and meetings.
11.	To recommend changes to Council policy and procedures on property law matters to the Legal Services Manager
12.	To assist the Legal Services Manager with the development of the Conveyancing Unit by coaching, providing guidance and training to more junior members of the team.
13.	To deputise for the Legal Services Manager as and when required.
14.	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.
15.	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.
16.	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
Qualifications and experience			
Solicitor or Fellow of the Chartered Institute of Legal Executives or equivalent	x		AP
Extensive local government experience at a senior level	x		AP
Substantial Conveyancing experience in complex transactions and of liaising with internal and external parties regarding conveyancing	x		AP/AS/IN
Experience of providing legal clearance of committee reports dealing with affordable housing matters	x		IN
Experience of supervising team members	x		AP/IN
Knowledge			
Excellent knowledge of local Government law/legislation	x		AP/AS/IN
Excellent knowledge of conveyancing and property law	x		AP/AS/IN
In depth knowledge of housing and planning law in relation to Local Authorities	x		AP/AS/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
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**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.