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# EMPLOYEE

## SPECIFICATION

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| **Dept: Resources**  | **Section: Legal Services** |
| **Post No: RELE01005** | **Designation: Senior Legal Officer** | **Grade: 9****(SCP25-27)** |
| **Qualification:****E** A recognised legal qualification e.g. Law Degree, CILEX (Level 6)**E** Membership (or eligibility for membership) of a relevant professional body e.g. CILEX |
| **Knowledge/Skills/Abilities:****E** Proven ability to undertake all types of conveyancing with minimal supervision.**E** Considerable knowledge of the law relating to landlord and tenant.**E** Ability to progress commercial conveyancing matters, including ability to draft documents and negotiate terms with third parties to meet client’s instructions**D** Ability to attend court and represent the Council.**E** Excellent organisational skills. **E** Knowledge of the principles of customer care.**E** Ability to work to deadlines.**E**  Ability to work to own initiative.**E** Ability to work effectively as part of a team and to have a flexible approach to work.**E** Ability to manage and prioritise own workload.**E** To be fully computer literate and be able to use a case management system.**E** To have excellent written and oral communication skills and have the ability to communicate with persons at all levels.**E** Ability to anticipate and raise problems to the Group Solicitor at the correct time. |
| **Experience:****D** Experience of case management systems. **E** Experience of working in legal property work.**E** Experience of assessing legal issues and legal documents.**E**  Experience of dealing with commercial conveyancing, including landlord and tenant related work.**E** Experience of progressing commercial conveyancing matters unsupervised and using own initiative.**E** Experience of teamworking.**E** Experience of working with persons at different levels within an organisation**E** Experience of working to deadlines**D** Experience of involvement in corporate initiatives/projects.**D** Experience of advocacy in the County Court. |
| **Special Requirement:****E** Ability to undertake occasional evening and weekend work as required.**D** Hold a current full and valid driving licence |
| NB E Essential D Desirable Date Produced: July 2022 |