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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 | | | | |