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# JOB

## OUTLINE

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| **Dept: Resources**  | **Section: Legal Services** |
| **Post No: RELE01005** | **Designation: Senior Legal Officer** | **Grade: 9****(SCP25-27)** |

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| **Purpose of Job:**To support the Assistant Director (City Solicitor and Monitoring Officer) and the Group Solicitor in the provision of a high-quality legal service to the Council, its Committees and Directorates. |
| **Main Duties/Responsibilities:**Under the supervision of the Group Solicitor, to undertake many types of legal work as instructed and provide support to Legal Services including:**Professional*** Preparing property related documentation.
* Identifying and completing appropriate Land Registry documents
* Undertaking commercial conveyancing work including landlord and tenant related work.
* Being proactive in resolving problems/cases and achieving solutions.
* Escalating risks and issues which may impact on any aspect of performance or the Council’s reputation.
* Preparing accurate letters and legal documents.
* Ensuring that Deeds and other legal documents affecting the Council are properly executed, recorded and kept safely.
* Preparing documents for court hearings, including taking witness statements and to ensure court deadlines are met.
* Attending court for and on behalf of the City Council.
* Providing legal comments for reports.
* Providing general advice and assistance to internal and external customers and Councillors.
* Undertaking legal research.
* Obtaining, analysing and interpreting information from client departments and providing basic legal advice.
* Assisting the Monitoring Officer in the discharge of her duties.
* Having detailed knowledge of the relevant provisions of the Council’s Constitution including, but not limited to the scheme of delegation, land disposal rules and financial rules.
* Providing compliance advice in accordance with the Council’s Constitution.
* Confidently dealing with financial transactions associated with the work for example legal fees, surveyors’ fees, consideration and associated taxes.

**Communication*** Maintaining excellent working relationships with officers in relevant Directorates, progressing matters with due regard to key dates, priorities, and deadlines.
* Dealing professionally and effectively with enquiries from the public, Councillors, other staff, external organisations, et cetera both written and verbal.
* Liaising with solicitors, barristers and their staff and members of the public in respect of appropriate cases.

**Other*** Working under pressure and reprioritising work, particularly when emergencies arise.
* Ensuring work output and quality of work is of a high standard and accords with the Legal Services Practice Management Standards, Service Legal Agreements and with current legislation and best practice.
* Using a keyboard and operating an electronic case management software system.
* Assisting in the training and development of colleagues as required.
* Occasionally working outside normal office hours, if required.

NB: The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. All employees must be aware of that duty and work to the Council’s equality standards. |
| In addition, other duties at the same level of responsibility may be allocated at any time  Date Produced: July 2022 |