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# JOB

## OUTLINE

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| **Dept: Resources** | | **Section: Legal Services** | |
| **Post No: RELE01005-1** | **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: October 2022 |