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# JOB

## OUTLINE

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| **Dept: RESOURCES** | **Section: LEGAL SERVICES** |
| **Post No:** **RELE01010** | **Designation: (SENIOR) LEGAL OFFICER** | **Grade: 7-9****(SCP17-27)** |

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| **Purpose of Job:**To assist and 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. |
| Under the supervision of the Group Solicitor:**Main Duties/Responsibilities at Grade 7:**Commercial PropertyTo undertake many types of legal work as instructed and provide support to Legal Services including:* Assisting with the preparation of leases, statutory/simple declarations, rent deposits and licences.
* Assisting with the preparation of legal charges, restrictions and deeds of covenants.
* Assisting with the drafting and publication of notices.
* Assisting with title investigations, registration and Land Registry searches.
* Using the deed safe database, the GIS system and the Terrier maps.
* Assisting with financial transactions associated with the work, for example legal fees, surveyors’ fees, consideration and associated taxes and preparing completion memoranda

**Additional responsibilities for Grade 8:*** Adapting property precedents to a wide range of instructions including but not limited to precedents on:
* Leases,
* Rent deposits,
* Statutory and simple declarations,
* Licence to assign,
* Licence, tenancies at will,
* Notices, for example section 25 (Landlord and Tenant Act 1954) notice, section 146 (Law of Property Act 1925) notice, section 123 (Local Government Act 1972) notice, forfeiture notice.
* Undertakings.
* Assisting with the completion of a wide range of appropriate Land Registry documents.
* Preparing title investigation reports.
* Having an awareness of relevant provisions of the Council’s Constitution including, but not limited to the scheme of delegation, land disposal rules and financial rules.

**Additional responsibilities for Grade 9:*** Independently 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.
* 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 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.

Debt Recovery* To deal with all matters relating to the routine collection and enforcement of debts.
* To be responsible for the control and maintenance of the debt recovery system.
* To operate the day to day running of the Council’s computerised debt recovery system and use it to its full capability.
* To make adequate and suitable arrangements with debtors.
* To maintain insolvency records and deal with communications with the parties.
* To attend meetings with other officers to discuss progress.
* To interview debtors, other members of the public and officers.
* Preparing documents for court hearings, including taking witness statements and to ensure court deadlines are met.

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 2023** |