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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 Property  To 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** |