# PCCLogo-Landscape

# EMPLOYEE

## SPECIFICATION Closing Date: 13th October 2021

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| **Directorate: Resources** | **Section: Legal Services** |
| **Post No:****RELE01006**  | **Designation:****Solicitor (Property & Commercial)** | **Grade: 12****SCP 34 - 37** |

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| **Qualification:****E** Qualified Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives with the ability to practice in England and Wales**E** General knowledge of law affecting local government |
| **Knowledge/Skills/Abilities:****E** Proven knowledge and ability to advise and undertake all types of conveyancing work**E** Ability to gather and interpret information from a wide range of appropriate sources and apply the information to generate or recommend solutions to complex problems and inform decision making**E** Excellent communication skills, both written and oral, including the ability to communicate detailed information clearly and concisely across a broad range of audiences**E** Highly self-motivated, capable of dealing with a demanding caseload and deliver consistently to deadlines**E** IT literate with a working knowledge of electronic case management software and Microsoft Office |
| **Experience:****E** Significant experience of dealing with commercial conveyancing and property transactions**E** Experience of working on corporate initiatives/projects**D** Previous experience in debt recovery work**D** Advocacy experience |
| **Special Requirement:****E** Occasional evening and weekend work may be required**D** Hold a current full and valid driving licence |
| NB E Essential D Desirable Date Produced: 9th June 2021 |