# 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 |