**JOB**

## OUTLINE Closing Date: 13th October 2021

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

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| **Purpose of Job:**To support and assist the Assistant Director (City Solicitor and Monitoring Officer) in the provision of a high quality legal service to the Council, its Committees and Directorates. |
| **Main Duties/Responsibilities:**Undertake many types of legal work as instructed and provide legal services including:* Undertake all types of commercial conveyancing and property transactions and dealing with other matters arising from the Council’s position as a landowner and landlord.
* Provision of practical legal advice, support and assistance to Elected Members, Directors and officers of the Council.
* Drafting of complex legal documents.
* Provide compliance advice with the Council’s Contract Procedure Rules for land.
* Instruct Counsel.
* To provide support in the management of the Property and Commercial Group.
* Undertake such other duties and responsibilities that may from to time be allocated by the Assistant Director and might reasonably be required of a lawyer employed in Local Government.
* To provide the development and maintenance of the highest professional standards throughout the work and service of the Council and to conduct professional work in accordance with the LEXCEL Manual adopted by the Legal Section

**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: 9th June 2021 |