# Job Description and Person Specification

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| Job title  | Legal Officer |
| Strategic team/Directorate  | Corporate Services |
| Service  | Legal Services (Planning, Property and Environment Team) |
| Business unit | Legal Services  |
| Responsible to (day to day issues) | Senior Solicitor |
| Accountable to (line manager)  | Senior Solicitor |
| Salary grade (spinal column points only) | Grade F  |
| JE ref | LEG13 |

# 1. Key purpose of job

# To assist in the day-to-day operation of the Planning, Property and Environment team within the Council’s legal department.

# To provide efficient and effective legal advice and services to the Council.

# To handle a case load primarily of property related matters centred upon the management / leasing and general disposal of the Council / TDA estate.

# To assist with other property related matters where required e.g., ACVs, DPAs, byelaws.

# 2. Anticipated outcomes of post

# The delivery of efficient and effective legal advice and services, in a way that furthers and promotes good customer care within legal services.

# To ensure the efficient and effective provision in the handling of the Council’s property and conveyancing work.

# To undertake all legal services work as required, with appropriate supervision and professional support.

# 3. List key duties and accountabilities of the post

3.1. To undertake case work and provide advice within the specialist areas of law.

3.2. To provide legal advice and services in relation to other areas of local government law as required by the Senior Solicitor.

3.3. To assist the team in asset management matters, such as leases and licences.

3.4. Attend civil courts and tribunals commensurate to the grade and level of the post.

3.5. To report, liaise and update the Senior Solicitor with regard to complex property matters.

3.6. To provide training within the specialist areas of law as required to client departments.

3.7. To have a developing knowledge of the law, practice and current issues within the specialist areas of law upon which the post holder advises on.

3.8. To undertake administrative duties as and when required by the Senior Solicitor.

# 4. Budgetary/Financial Responsibilities of the post

4.1. None

# 5. Supervision/Line Management Responsibilities of the post

5.1. The post holder is required to provide informal support and supervision to junior members of staff.

# 6. Working environment and conditions of the post

6.1 The post holder operates in an environment governed by the need to meet deadlines, (including those externally imposed) in a context of changing priorities.

6.2. The post holder is required to be able to travel to site visits, court hearings and meetings and record data as required.

# 7. Physical demands of the post

7.1 The post holder may occasionally be required to handle heavy documentation e.g. deed parcels, court bundles and public inquiry files offsite with appropriate manual handling equipment provided to ensure safe working.

# 8. Specific resources used by the post

8.1. The post holder will have access to a laptop computer and other agile working equipment.

8.2. The post holder is required to ensure the security of confidential and sensitive information when transporting and using files and laptops when home working and working away from the office.

# 9. Key contacts and relationships

**External**

Contact with service users, other local authorities, partners and external bodies, Government Departments, other professionals (legal and others), courts and tribunals.

Contact with members of the public.

**Internal**

Contact with officers and members at all levels within the Council.

**Other**

The post holder will represent the Council and be responsible for influencing and negotiating with others on contentious matters in circumstances when the matter in question will be of a moderate complexity. The situation may require tact and sensitivity. The post holder will be responsible on behalf of the Council in routine matters

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.

The post is eligible for both hybrid and permanent home working.

* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable always with integrity”. Evidence will be sought during the probation and appraisal processes.
* You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
* Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

 In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form, you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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| Service  | Legal Section |
| Business unit | Legal Section (Planning, Property and Environment).  |

## **Skills and effectiveness**

### Essential skills and effectiveness

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1. Effective communication and interpersonal skills in a professional way

2. Ability to give clear and accurate legal advice post holder is required to influence support and advise
3. Analytical and problem-solving skills
4. Effective presentation skills
5. Ability to build and maintain positive working relationships
6. Able to influence and persuade in a sensitive, professional way
7. Effective negotiating skills
8. Effective time management and ability to cope with competing demands

9. Effective I.T. skills and experience with various software packages

### Desirable skills and effectiveness

## 1. Ability to command respect and authority with those persons the post holder is required to work with, influence and support, advise.

## 2. Ability to adapt to new areas of work

## **Knowledge**

### Essential knowledge

1. A developing knowledge of the law and procedures within the specialist discipline.
2. A good level of knowledge of the legal system and landlord and tenant law.
3. A basic understanding of local government law in relation to property and disposals

### Desirable knowledge

1. Knowledge of Data Protection Act 1998, Freedom of Information Act 2000 and regulations

 2. A general working knowledge of the law applicable to local government.

## **Experience and achievements**

### **Essential experience and achievements**

1. Experience of working within a legal environment

### **Desirable experience and achievements**

1. Experience of working in an in-house local government legal service.
2. Experience of property work

## **Qualifications/professional memberships**

### **Essential qualifications/professional memberships**

1. 5 x GCSE’s or equivalent. Including English and Maths at Grade C or above.

### **Desirable qualifications/professional memberships**

1 Student or Member of ILEX

2. Relevant training in the specialist area.

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## Essential – Other requirements of the job role

1. Ability to accommodate occasional/permanent home-working.