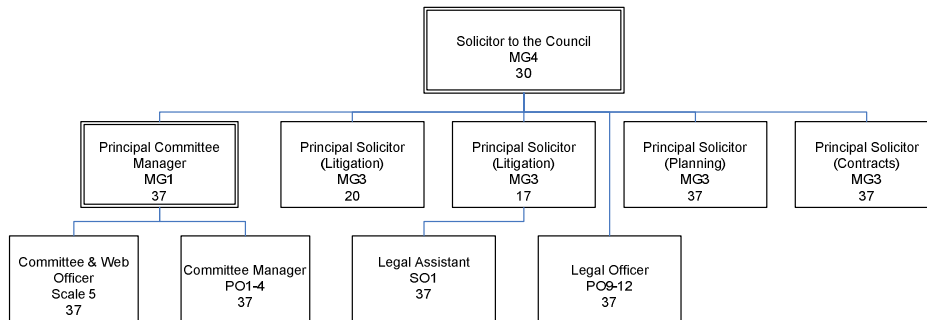


Job Description

Job Title:	Legal Officer	JE Ref: Septy 2018
Post Number:	RG0605	
Service/ Department:	Chief Executive	Section: Legal
Salary band:	PO9-12	
Location:	You will normally be based at Rickmansworth or any such other place of employment within the remit of Legal Services as may be required.	
Hours per week:	37 hours per week.	
Driving licence requirement:	Not applicable	
Payment Allowance:	Inner Fringe Weighting allowance	
Responsible to:	Principal Solicitor (Contracts)	
Responsible for:	N/A	

PLACE IN ORGANISATION CHART OF DEPARTMENT:

Legal Practice & Democratic Service



Purpose of Role:

- To provide high quality legal advice on property matters to the Board of Directors and Company Secretary of the Councils Trading Company (ies) and to draft and negotiate appropriate documentation to attend Board meetings as required and provide on the spot advice and guidance on property related transactions
- Prepare and complete appropriate legal documentation for complex and non-complex commercial conveyancing, landlord and tenant matters and property related matters.
- Provide legal advice in respect of complex and non-complex commercial conveyancing, landlord and tenant and property related matters
- To develop skills in negotiating and settling documentation with third parties/their solicitors
- To investigate and advise on the implications of changing legislation, case law codes of

practice and policy and ensure that the decisions made by the client departments are within the legal boundaries and achieve their aims and objectives and accord with Council policy

- To maintain an awareness of all relevant legislation, policy and regulations
- To give presentations and training on legal issues as necessary and assist the Solicitor to the Council in providing these as part of the legal practice and procedure
- To make recommendations to the Solicitor to the Council as to improvements in practice and procedure in the team to ensure that it retains pre-eminence in its practice area
- To provide comprehensive and efficient legal service
- To assist in the implementation of quality initiatives such as the Law Society's Practice Management Standards and external accreditation schemes

Key Accountabilities:

- Contribute to new systems and procedures of the Legal Practice
- Contribute to the promotion of the image of the practice and in the marketing of legal services
- Play an active role within the team and support other team members to ensure good collaborative working.
- Contribute to the Councils aim of achieving revenue and maximizing income through its Property Investment portfolio and its Trading Companies
- To report to the Councils Property Investment Board and its Trading Companies

Responsibilities

People and Organisation Management –

- To keep and maintain records of agreed Performance indicators
- To assist the Solicitor to the Council on specific projects and working groups as required
- Provide administrative support and other assistance to the team in a timely manner
- Provide advice in meetings, by phone and in writing as required by client departments
- To attend and advise at meetings attended by professionals and other similar meetings as directed/To provide any such emergency out of hours advice provision as required by client departments and/or the Solicitor to the Council
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Finance

- To account for receipts invoices or other similar transactional material associated with property related transactions in accordance with Council procedures

Key Performance Indicators:

- Send out first draft of legal documentation within 10 working day of full instructions
- Meet LEXCEL standards adopted across the Practice

- Achieve standards required under service standard agreements with Client departments

Key Relationships:

- All Council staff
- Elected Councillors
- External Solicitors
- Land Registry
- Government Departments
- Local organisations e.g. CAB
- Board of Directors of relevant Trading Companies

Important Notes Relating to Duties:

In dealing with any form of contract or tendering procedures on behalf of the councils, the holder of this post is personally responsible for ensuring that she/he:-

- Is familiar with the relevant requirements of the Council's constitution, Contracts procedures, Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
- Complies with these formal requirements and related procedures; and
- Seeks advice from a more senior officer or an officer with specialism in subject area if in any doubt about the proper course of action.

PERSON SPECIFICATION

This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for a person being deployed to this role.

Knowledge/skills/qualifications:

- Legal qualification or equivalent You will have a recognised qualification as a Solicitor Barrister or Chartered Legal Executive
- Experience of drafting a wide range of legal documents including leases, transfers and licences
- Understanding of the legal framework and case law relating to property law
- Good working knowledge of conveyancing and Landlord and Tenant matters
- Ability to use and adapt standard forms of agreements, leases and transfers
- Ability to draft agreements, leases , transfers and other legal documents
- Ability to keep updated and understand changes in respect of legislation and case law
- Ability to give practical accurate and comprehensive legal advice on a wide range of matters without recourse to management instruction
- Demonstrate the ability to listen, adapt, be proactive and work collaboratively to achieve results in a timely manner

- Excellent communications skills both oral and written, with the ability to negotiate effectively on behalf of the Council
- Ability to manage a varied and demanding caseload

Experience

- Relevant experience of residential and commercial conveyancing and Landlord and Tenant matters

ICT/ technological aptitude

- Ability to use MS applications: Outlook, word, local applications, to input data and create documents

Personal qualities

- Clear methodical approach to work
- Ability to prioritise work
- Firmness and tact in dealing with the general public
- Ability to work with minimum supervision
- Ability to work as part of a project team
- Ability to work in a team environment
- Confidence to deal with a wide range of contacts outside the authority

How we work

This is our generic behaviours and attitudes framework against which our performance is measured

(For full detail see the How we Work framework)

Clusters	Key Themes	Level needed* (1 – 4)
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		*See guidance below
We deliver results	Manage performance	2
	Manage resources	2
	Manage change	2
We set an example	Fairness	2
	Integrity	2
	Accountability	2
	Image	2
We develop and grow	Personal development	2
	Challenge	2
	Innovation	2
We work together	Working with customers and colleagues	2
	Communication	2
	Leadership	2

How to map the 'How we work' levels to posts

Grade for WBC and Shared Services	Up to Band 5	Band 6 - 9	Band 10 + / Chief Officers
Do not manage staff	1 or 2	2	4
Manage staff	3	3	4

Grade for TRDC	Up to Scale 6	S0, PO MG1 MG2	MG3, MG4 and above
Do not manage staff	1 or 2	2	4
Manage staff	3	3	4

Politically Restricted Posts

Under the Local Government and Housing Act 1989 (as amended), posts that are either specified under that Act or posts that are defined as sensitive under the Act because the post holder is required to either give advice on a regular basis to the executive or any committee of the Council, or speak on behalf of the Council on a regular basis to journalists or broadcasters are 'Politically Restricted'. This means that the post holder is restricted in terms of public political activity. For further information with regard to this please contact Human Resources.

This post politically restricted.

Job Share:

Job Share will be considered for this post.

Equal Opportunities:

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

We are also committed to improving opportunities for people with disabilities, and are a registered 'Two Ticks' employer. If you have a disability and demonstrate that you fulfil the person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.

Job description:	Name	Date
Agreed by (Manager)	Anne Morgan	March 2018
Approved by (Human Resources)	Claire Smith	March 2018