

Context statement

To accompany job description and person specification when required

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Job title: Lawyer and Senior Lawyer (Property)

Directorate/Service/Team: Legal and Democratic Services, Legal Services, Property Team

Organisation structure

Reporting to: Legal Business Partner (Property)

Responsibility for:

Context of work

LEGAL AND DEMOCRATIC SERVICES

Legal and Democratic Services provides support to the Council's vision, Corporate Plan, financial plan and transformation.

LEGAL SERVICES

As a provider of support services Legal Services supports all Directorates and their work to deliver the Council's outcomes providing a wide range of legal support for the whole council: working beyond group, Service and Directorate boundaries is essential for the effective working of the Council, Department and Service.

Legal Services is critical in ensuring that in all its activity the Council works within and through the law.

The Service is made up of 6 main groups:

Children's

Adult and Litigation

Commercial/Contracts

Property

Regulatory

Local Land Charges

Each group is supported by legal administrative and/or support officers.

Property Team

The work of the team is divided between a property Senior Lawyer, Lawyers, legal assistants and a paralegal with individuals focusing on certain of the practice areas below dependant on their particular areas of specialism and experience.



Property

The Property legal officers provide support to officers and members across all of the Council's Directorates as well as some client bodies including Dorset Police, Dorset and Wiltshire Fire and Rescue Authority and School Governing Bodies.

Lawyer

Each Property Lawyer is expected to give advice and undertake transactional work across a wide range of subject areas.

In addition to sales, purchases, leases, licences, easements and other land transactions the Property Lawyer is required to prepare contracts, transfer of control agreements, tenancies (including caretakers), charges and other property documents, assemble land for new schools and projects, and give advice on a wide variety of questions relating to the use and occupation of land as well as preparing reports on title.

In carrying out this role the Property Lawyer may be required:

- Completion and arrangement of Land Registry and HMRC documents and applications.
- To advise at all stages of property transactions.
- Liaise closely with the Directorate Property Officers and Valuers in Place.
- Draft and negotiate a wide range of property documentation.
- Develop, update and use guidance and template documents for use within Legal Services and Directorate Property Officers and Valuers;
- Give advice on new legislation as well as existing law.
- Assist in resolution of disputes relating to land.
- Instruct Counsel and other external advisers.
- Represent the Chief Executive and the Head of Legal Services at Committees, Sub-Committees, Working Parties, Groups and meetings as required.

While the posts are intended to support internal Council Directorates the postholder will be asked from time to time to:

- Support external clients.
- Support other team members in their work for other directorates.
- Undertake a range of disposals of property formally appropriated to other Directorates.
- Provide cover for other team members.
- Swap and share Directorate responsibilities with other team members permanently or temporarily for business reasons including the need to enable each team member to develop expertise across a broad range of work.

Senior Lawyer

In addition to the requirements of a Lawyer, Senior Lawyers will be expected to personally undertake work of a complex nature and act as a lead specialist within their area of expertise and team within Legal Services.

They will also be required to:

- provide formal and informal supervision (including guidance and support) of the legal work of other team members;

- conduct formal line management and supervision of staff as delegated or who report directly to them, which should include as a minimum monthly 1-1 meetings and formal PDR meetings;
- arrange and provide training for Legal Services and other Council staff, Elected Members and external clients; and,
- support the Business Partners and Head of Legal Services in the collation and reporting of management, performance, workload, target and budget data and information.

Travel requirement

None

Other information

DBS check is a requirement for this role.

Context statement prepared by:			
Manager	Head of Legal Services	Date	1 July 2019