

**Job Description**

**Job Title:** Senior PropertySolicitor– Commercial Team

**Salary Grade:** Grade 10

**SCP:** 42 - 46

**Job Family:** Organisational Support

**Job Profile:** OS 6

**Directorate:** Corporate Services

**Job Ref No:**

**Work Environment:** Civic Centre

**Reports to:** Commercial Law Specialist

**Number of Reports:** 0

**Purpose:**

To provide legal advice and support to the Council (and external clients) in relation to complex and/or high value land and property transactions and to supervise the property workload within the Team.

**Key Responsibilities:**

1. To undertake a caseload of complex and/or high value commercial property matters and advise the Council and its wholly owned company in relation to property projects and development work;
2. To undertake residential conveyancing work on behalf of the Council and its wholly owned company;
3. To supervise and assist in overseeing the property workload within the Team;
4. The responsibilities outlined in paragraphs 1 and 2 above include:-
5. Providing general property advice in a public law setting;
6. Undertaking the acquisition and sale of commercial and residential property (both freehold and leasehold interests) including contracts with conditionality and overage provisions;
7. Granting and acquiring commercial leasehold interests;
8. Preparing commercial leases;
9. Advising on property development work;
10. Preparing compulsory purchase orders and all related notices;
11. Providing advice on landlord and tenant matters such as licences to assign, dilapidations, forfeiture and disputes;
12. Preparing easements and licences;
13. Preparing options agreements.
14. To advise on and draft all required documentation;
15. To negotiate with third parties to ensure the optimum outcome for the Council and external clients;
16. To undertake advocacy in the County Court and conduct matters in the First Tier Tribunal (Property Chamber);
17. To attend such meetings with officers, members and/or external clients as may be required to provide legal advice;
18. To input into reports and records of decision;
19. To instruct and work in conjunction with external legal advisors as required;
20. To continually monitor the inception of new legislation and case-law relevant to the post-holder’s areas of practice and to promptly advise on the implications arising therefrom;
21. To carry out any other legal work as the exigencies of the Service dictate;
22. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council;
23. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information;
24. To comply with the Council’s information security standards, its requirements for the management and handling of information and to use Council information only for authorised purposes;
25. The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies and;
26. The post holder must comply with the Council’s Health and safety rules and regulations and with Health and Safety legislation.

Prepared by: Julienne Collinson

Position: Senior Manager of Law and Governance

Date: November 2019