

Person Specification

Post:	Lawyer – Property (Place)	Job Number:	A5821
Service:	Law and Governance	Post Number:	
Location:	8 th Floor One Friargate	Grade:	9

Area	Description
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Knowledge:	<ul style="list-style-type: none"> A good knowledge and understanding of local government and administrative law, including the ongoing challenges facing local authorities.
	<ul style="list-style-type: none"> Knowledge and understanding of office procedures relevant to a busy Legal office.
	<ul style="list-style-type: none"> Good knowledge of all commercial property matters relating to freehold and leasehold land.

Skills and Abilities:	<ul style="list-style-type: none"> Able to demonstrate a clarity of thought and expression and be able to communicate effectively at all levels both orally and in writing
	<ul style="list-style-type: none"> Able to manage complex projects
	<ul style="list-style-type: none"> Able to give good, sound, pragmatic, concise and clear advice to colleagues in Legal Services, officers in other departments and Members, including at the highest level of Senior Management within the Council
	<ul style="list-style-type: none"> Be a professional who has developed interpersonal and other skills and expertise that enables them to operate at a senior level.
	<ul style="list-style-type: none"> Proven ability to manage a full and substantial workload of matters including some of a high level of complexity.
	<ul style="list-style-type: none"> Have a good, broad, general working knowledge of all areas of law applicable to local government and able to, and does, adapt to new areas of work and take on tasks/duties outside his/her field of expertise competently recognising when they lack the requisite knowledge and require professional support and supervision.
	<ul style="list-style-type: none"> Customer focused, understands the nature of a local government in-house legal service and contributes positively to service development and continuous improvement

	<ul style="list-style-type: none"> • Ability to work as an integrated part of the wider Legal Services Team, is supportive of colleagues and management
	<ul style="list-style-type: none"> • Able to supervise and provide professional support to colleagues in a positive and developmental way.
	<ul style="list-style-type: none"> • Able to organise, prioritise and take responsibility for a demanding and complex workload and to demonstrate flexibility to carry out successfully specialist tasks outside their normal areas of operation under appropriate supervision
	<ul style="list-style-type: none"> • Capable of working enthusiastically as a member of a team covering a wide range of subject areas and to be able to supervise work at a senior level
	<ul style="list-style-type: none"> • Able to adapt and contribute positively to new ways of working
	<ul style="list-style-type: none"> • Able to evaluate personal development needs in relation to the Council Plan and customer requirements.
	<ul style="list-style-type: none"> • Commitment to effective use of IT resources and customer care principles.

Experience:	<ul style="list-style-type: none"> • Title investigation & deduction, property acquisitions and disposals, drafting and negotiating a variety of property agreements
	<ul style="list-style-type: none"> • Working with elected Members or other senior managers, external agencies, other professionals and clients, including attending and giving advice at meetings
	<ul style="list-style-type: none"> • A track record of meeting strict deadlines and timescales
	<ul style="list-style-type: none"> • Experience of working in an in-house local government Legal Service or other equivalent relevant experience

Educational:	<ul style="list-style-type: none"> • An experienced Solicitor, Barrister or Chartered Legal Executive (Fellow).
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Special Requirements:	<ul style="list-style-type: none"> • Attendance at meetings outside normal office hours may occasionally be required.
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Date Reviewed: June 2022

Updated: