

GLPC Job Description

	Job Title	Property Lawyer (Residential)
	Directorate	Finance and Resources
	Department	Legal Services
	Grade	PO4
	Reports to	Principal Lawyer
	Staffing Responsibility	Day to day supervision of Senior Legal Assistants, Legal Assistants and / or trainees as directed

Job Purpose:

1. To work in the area of residential property law and practice.
2. To provide proactive, clear and concise legal advice and assistance to clients.
3. To supervise Senior Legal Assistants, Legal Assistants and / or trainees as directed.
4. To deputise for the Principal Lawyer as and when required.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. Provide specialist legal advice and assistance on all issues arising within the post holder's area of responsibility
8. Undertake residential conveyancing for the council and for external clients, including in complex cases.
9. Instruct counsel and other professionals as appropriate.
10. Approve or amend legal aspects of reports to be submitted to members requiring decisions and attend committee and other meetings to give legal advice as necessary.
11. Provide proactive legal advice and assistance to meet the needs of members and officers and assist with client liaison.
12. Contribute towards the running of the team and Legal Services.
13. Actively contribute to developing policies and good practice.
14. Provide cover as necessary for other areas within Legal Services as a whole and to deputise for the Principal Lawyer as required.
15. To support with strategic and corporate legal work.

16. To deal with individual case work and prepare associated documentation.
17. To advise on disputes with third parties on behalf of the council.
18. To advise on the council's powers and ensure the legality of the council's decision making.
19. To deal with corporate complaints and Members enquiries, data protection and FOI requests.
20. To keep up to date with changes in the law and other developments in the area of work allocated, to disseminate information on changes and advise on any action to be taken as a result.
21. To provide training to members, clients or members of the team.
22. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
24. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
25. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	No Check Required
Politically Restricted	No

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i>
Qualifications and Professional Membership requirements: <ul style="list-style-type: none"> Admitted solicitor or qualified barrister or Fellow of the Institute of Legal Executives. 	(A)
Knowledge (please specify all essential criteria): <ul style="list-style-type: none"> Thorough knowledge of residential property and conveyancing law and practice. 	(A), (I)
Experience (please specify all essential criteria): <ul style="list-style-type: none"> Significant post qualification experience in the legal profession Relevant experience in the legal profession (preferably within the last 2 years) handling residential property and conveyancing matters. Experience of contributing to corporate decision making and development of corporate policy and strategy. 	(A), (I) (A), (I) (A), (I)
Skills and abilities (please specify all essential criteria): <ul style="list-style-type: none"> Ability to personally handle with minimum supervision all matters within the post holder's area of responsibility and to carry a heavy caseload of residential property and conveyancing work. Ability to assist with the development of policy. Good presentation skills, including the ability to communicate clearly and concisely in writing and orally. Ability to give clear and proactive legal advice in a manner which supports clients in achieving their organisational objectives. Ability to analyse information, evaluate evidence, solve problems and present solutions at an appropriate level. Ability to provide advice and present arguments in a confident, articulate and persuasive manner. Ability to prepare and advise on the preparation of reports to members and officers, to present reports to senior officers and members and to advise on clients' decision making processes. Ability to prepare or advise on the preparation of reports to Committee in respect of legal procedural or policy matters. Ability to supervise the work of more junior staff and give guidance and training to others. Ability to develop and maintain good working relations with clients. Ability to handle complex legal matters within area of responsibility. Ability to instruct Counsel, attend conference with Counsel and attend in courts, tribunals and inquiries. Ability to deputise for the Principal Lawyer. 	(A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I) (A), (I)

List desirable criteria:	
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