

Job Description



Post title:	Legal Executive		
Date:	July 2018		
Post Number:	102101A/B	Grade:	G
Responsible to:	Senior Solicitor		
Management level:	0 (no line management responsibilities)		

Job Purpose:

To assist the Assistant Director Legal Services and the Senior Solicitor in the provision of legal services to the Council, principally in relation to the Council's land holdings.

To assist in the conduct of elections.

Main objectives of the service:

The provision of legal services to the Council.

Resources:

Staff: This post has no line management responsibility.

Finance: This post has no direct responsibility for financial resources.

Physical: This post has direct responsibility for maintaining the Council's Land Terrier and Register of Lettings of Land and Buildings.

Main responsibilities of the post:

Land Management

- a) To co-ordinate enquiries and applications concerning the acquisition and disposal of land.
- b) To submit instructions to Valuers in connection with the purchase, sale or leasing of land.
- c) To assist in the development and maintenance of a computerised Asset Management Plan of Council owned land and property.
- d) To arrange and advise senior officers at monthly meetings of the Asset Management Group.

Conveyancing

- e) To deal with communications from solicitors and others relating to the restrictions under the provisions of the Housing Act 1985.
- f) To draft legal documentation in connection with the purchase, sale or lease of land.
- g) To prepare reports for land issues with relevant Committee deadlines.

Contracts and Agreements

- h) To prepare standard contracts and agreements as required.
- i) To prepare various Licences.

Maintenance of Records

- j) To maintain the Register of Lettings of Land and Buildings and to ensure that expiry renewal and review dates are observed and take the appropriate action.
- k) To maintain the Land Terrier and to record all land transactions.
- l) To be responsible for the recording and storage of deeds and other legal documents.

Preparation of Leases

- m) To prepare standard Leases as required.

General Legal Work

- n) To assist, advise and draft legal documents in any other casework of the Legal Services Team as required

Research

- o) To carry out legal research at the request and under the supervision of the Senior Solicitor.

Elections

- p) To assist with the conduct of elections and the canvass of electors.

Other Duties

- q) The post holder will actively assist the council in meeting current and emerging requirements of Equality legislation and comply with measures that are introduced to ensure equality of opportunity and non-discrimination.
- r) It is the duty of every post holder while at work to take reasonable care for the health and safety of him/herself or any other person who may be affected by his/her acts or omissions at work. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. The post holder should also co-operate with the employer so as is necessary to ensure statutory provisions are complied with.
- s) Every post holder has a general duty to have regard to the need to safeguard and promote the welfare of children. This post does not have specific safeguarding duties.
- t) Every post holder has a general duty to ensure that data used is accurately recorded and collected and should be aware of data protection requirements. This post holder is responsible for maintaining data within the Council's Land Terrier and Register of Lettings of Land and Buildings.
- u) The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on



this basis.

Transport Requirements:

The post is mainly office based and there are no specific transport requirements. This post is currently designated as a Casual Car User post. The car user status of any post is reviewed periodically (generally every three years).

Working Patterns:

Normal office hours. Flexible working by agreement.

Working conditions:

The role is predominantly office based. The tasks and activities related to this post are generally sedentary. The job involves contacts with people which through their circumstances or behaviour occasionally place emotional demands on the job holder.

Political restrictions:

This post is not deemed to be a politically restricted post.

Criminal Records Check:

This post is subject to a criminal records check in accordance with the Council's Employment Screening procedure.

Person Specification

	Essential (E) and Desirable (D) qualities required	Evidence
Job Knowledge and Qualifications Practical knowledge and or Qualifications	Good standard of education with a minimum Level 2 equivalent qualification (under the National Qualification Framework) in Literacy equivalent and Numeracy equivalent (E) IT literate with a working knowledge of Microsoft Office, particularly Word and Excel (E) Knowledge of conveyancing processes and transactions (E) Holds or is working towards a qualification in Law (E) Qualified Legal Executive (D)	A A, E I, E A, I, E A, I A, I
Experience	Local Government experience (D) Experience of Conveyancing or Land Management or contracts or agreements (D)	A, I A, I
Skills and Competencies	Able to demonstrate strong oral and written communication skills (E) Ability to work as part of a team, communicating effectively with others to achieve required outcomes (E) Able to communicate effectively with a wide range of others, including representatives from legal firms, members of the public, legal / estates professionals, developers and land owners (E) Able to consistently follow procedures to ensure the integrity of the Council's systems and data. (E)	A, I, E I, E I, E I, E
Physical, Mental and Emotional Demands Working environment	None.	
The Council will consider reasonable adjustments to accommodate applicants with disabilities		

	Essential (E) and Desirable (D) qualities required	Evidence
	and or communication difficulties for interview and employment.	
Other	None	

Evidence Key

- A = Application From
- I = Interview
- E = Exercise