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|  | **POST TITLE:** | **Conveyancer** |
| 1. **2.** | **POST NUMBER:** | **PPP8.1-3** |
| 1. **3.** | **GRADE:** | **9**  **Job Evaluation No: N7106** |
|  | **LOCATION:** | Your normal place of work will be County Hall However, you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Politically Restricted:** The council has designated this as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Chief Conveyancer and Legal Services Manager (Property Planning and Projects ‘PPP’).

1. **DESCRIPTION OF ROLE:**

Responsible for undertaking a full range of property and conveyancing work.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Conduct of a full conveyancing and property related workload, dealing personally with the more important and complex high value transactions.
* To comply with procedures contained in legislation and the council’s constitution
* To use experience and initiative to amend precedent to meet the requirements of client services for each transaction
* To advise and register charges on properties in the ownership of persons in local authority care
* To act on behalf of the council in its role as Deputy under the Court of Protection in the sale of property for vulnerable persons
* To prepare agreements and licences under Section 38 and Section 278 of the Highways Act 1980 and Section 50 New Roads and Street Works Act 1991 together with releases of bonds and repayment of cash deposits
* Where appropriate providing back up to the other PPP team members
* Liaison and co-operation with all client services where appropriate.
* Liaison and co-operation with other teams in the Legal and Democratic Services section.
* Representing the Service at internal and external meetings as directed.
* Keeping up to date on the law and practice relating to property and conveyancing and assisting in the implementation of changes in team procedures where required.
* The generic responsibilities which will be undertaken in support of the above work include the following (if applicable).

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | * Fellow or Associate Member of The Chartered Institute of Legal Executives. |  | * Application form * Selection Process * Pre-employment checks |
| Experience | * Substantial experience in relevant areas. |  | * Application form * Selection Process * Pre-employment checks |
| Skills/knowledge | * Proven ability to handle commercial property transactions. * Knowledge of relevant legislation and case law and good practice. | * ICT skills | * Application form * Selection Process * Pre-employment checks |
| Personal Qualities | * Capacity to handle a heavy workload and work effectively under pressure. * Flexible and adaptable approach to work demands. * High quality inter-personal and team skills. * Enthusiasm, determination and the drive to achieve results. * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). * May be required to work outside of normal office hours. |  | * Application form * Selection Process * Pre-employment checks |