**JOB DESCRIPTION**

**CHIEF EXECUTIVES DEPARTMENT**

**JOB TITLE:** PRINCIPAL PROPERTY, PLANNING & COMMERCIAL SOLICITOR

**DIVISION:** LEGAL SERVICES

**GRADE:** Band 14 £42,683 - £46,687 pa

**RESPONSIBLE TO:** ASSISTANT CHIEF SOLICITOR

**POST REFERENCE:**  107438

**Purpose of Post**

To assist with the management of the Council’s Legal Services Section with particular responsibilities for Property, Planning and Commercial Law.

**Key Relationships**

Chief Solicitor

Assistant Chief Solicitor

Legal Services staff

HBC Managers

**Main Duties and Responsibilities**

1. Assisting the Chief Solicitor in connection with the provision of legal services in the areas of Property, Planning and Commercial Law.
2. Advise, assist and represent the Council in all proceedings, tribunals, forums and matters relating to its property, planning and commercial interests as directed.
3. To draft suitable documentation, correspondence and reports upon instructions and on own initiative where appropriate.
4. To represent the Chief Solicitor at Committees, sub-committees, working groups, consultative groups or other meetings relative to the Property, Planning and Commercial interests of the Council where appropriate
5. To lead on the formulation, development, implementation and review of policy and practice relating to the Council’s Policies (Property, Planning & Commercial Law)
6. To extend the benefits of the post-holder’s qualifications and experience by the provision of such instruction, guidance, support and advice to junior members of staff, including trainees, as may be necessary or desirable from time to time.
7. To undertake any other duties of a related nature which might reasonably be required and allocated by the Chief Solicitor.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 10/04/19

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**