

DARLINGTON BOROUGH COUNCIL

RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Lawyer (Property)
<u>PAY BAND :</u>	Band 10
<u>JOB EVALUATION NO.</u>	A159
<u>REPORTING RELATIONSHIP</u>	Property Lawyer (Commercial)
<u>JOB PURPOSE :</u>	To act as the principal conveyancer, with responsibility for commercial property work, agreements and contracts both for the Council and external clients that we act for. To assist in the management of staff within the Commercial Team. To contribute to the overall management of Legal Services
<u>POST NO.</u>	POS007039
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To undertake and have responsibility for (personally or by delegation) all conveyancing transactions, in relation to acquisitions and disposals of land.
2. To handle a caseload of commercial property matters, including, sales, purchases, leases, agreements, development agreements, management agreements, licences, wayleaves, title reports.
3. To draft tenancy agreements including business and agricultural tenancies and to deal with deeds of variation and surrenders.
4. To deal with landlord and tenant disputes, working jointly with colleagues from the Litigation Team where necessary.
5. To ensure that the Council's land holding, whether in registered or unregistered title is properly recorded and protected.
6. To advise on, draft and amend, agreements, contracts and other legal documents.
7. To advise, comment on and write reports as appropriate.
8. To attend such meetings, with officers, members, clients, stakeholders, or other persons as may be required.

9. To deal with requests for advice and assistance in the areas set out in the job purpose.
10. To attend and present cases (subject to rights of audience) at courts, panels and hearings, as required.
11. To devise and deliver appropriate training seminars and courses for staff, members, clients and others.
12. To keep under review, research and advise on factual and legal matters (including the impact of new legislation and cases) so far as it relates to conveyancing, commercial property, leases, landlord and tenant and contracts.
13. To train, delegate and allocate work (so far as it relates to the above matters) to other members of the Commercial Team
14. To ensure that all matters within your care and conduct are properly and expeditiously progressed in accordance with best practice
15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Carry out your role in line with the Council's Equality agenda.
18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: September 2020

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****RESOURCES****LAWYER (Property)****POST NO. POS007039**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	A Solicitor or Barrister, Fellow of Institute of Legal Executives or a Licensed Conveyancer.	E	
	Experience & Knowledge		
2	Experience of dealing with conveyancing, both freehold and leasehold	E	
3	Experience of dealing with commercial property casework	E	
4	Experience of other land and property matters	E	
5	Good IT literacy	E	
6	Experience of working in local government		D
7	Experience of drafting, agreements and contracts		D
8	Experience of litigation and attending hearings and courts		D
	Skills		
9	Good interpersonal and listening skills	E	
10	Good negotiating, influencing and persuasive skills	E	
11	Ability to work as part of a team, sharing tasks and providing cover as necessary	E	
12	Excellent written and verbal communication skills	E	
13	Ability to solve problems and make difficult (good call) judgments	E	
	Personal Attributes		
14	Commitment to service delivery	E	
15	Ability to work under pressure and to prioritise	E	
16	Ability to inspire and to command respect and confidence.	E	
	Special Requirements		
17	To comply with current legal practice management standards, regarding file maintenance, time recording and so on	E	
18	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
19	Capable of independent travel to carry out the requirements of the post	E	