|  |
| --- |
| **Job Description** |
| **Post title** | **Conveyancer** |
| **JE Reference No** | **N7106** |
| **Grade** | Grade 9 |
| **Service** | Resources |
| **Service Area** | Legal and Democratic Services – Legal Services |
| **Reporting to** | The post holder will be accountable to the Deputy Monitoring Officer/Legal Manager Commercial |
| **Location** | Your normal place of work will be County Hall but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated 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. |

|  |
| --- |
| **Description of role** |

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

|  |
| --- |
| **Duties and responsibilities** |

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
* Where appropriate providing back up to the other Commercial 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.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Graduate or Associate Member of The Chartered Institute of Legal Executives or substantial relevant experience.
 | Fellow of the Chartered Institute of Legal Executives or Solicitor |
| Experience | * Substantial experience in relevant areas
 |  |
| Skills & Knowledge | * Proven ability to handle commercial property transactions.
* Knowledge of relevant legislation and case law and good practice.
 | * ICT skills
 |
| 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.
 |  |