

Senior Conveyancer

Reports to: **Senior Property Lawyer (Team Manager)**

Direct reports: **[None]**

Evaluation: **572 points**

Grade: **N8**

Reference: **NN270**

Purpose

To provide a high quality conveyancing service to the Council and associated bodies to support their property portfolios and delivery of property based projects.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To undertake complex conveyancing work in respect of major developments, commercial freehold and leasehold acquisitions and disposals, CPO's and regeneration schemes.
2. To contribute to policy development, providing advice and guidance to directorates and associated bodies as required.
3. To prepare appropriate legal documentation, correspondence and reports.
4. To keep an up-to-date working knowledge of conveyancing legislation and related matters, advise on developments as appropriate and make changes/improvements to working procedures and processes where necessary.
5. To liaise with external professionals regarding conveyancing matters as required.

6. To assist in reviewing, developing and implementing practices and procedures to support effective service delivery.
7. To support the professional development of staff through coaching and mentoring as appropriate.
8. To develop and maintain positive and collaborative working relationships with relevant staff in other directorates as required.
9. To account for and reconcile income/expenditure in respect of conveyancing matters in accordance with Financial Regulations.
10. To participate in corporate and directorate projects and assignments as required.
11. To attend working groups and internal and external meetings as required.
12. To promote and implement our Equality policy in all aspects of your employment.
13. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.