

Hertfordshire County Council Job Outline



JOB TITLE:	Property Lawyer
GRADE:	M2-M3
REPORTS TO:	Principal Lawyer – Property Law
TEAM:	Legal Services
DEPARTMENT:	Resources

Purpose of the Job

To provide high quality legal advice on property matters and to draft and negotiate appropriate documentation.

Main Areas of Responsibility

- To provide property legal advice and assistance to client departments on a wide range of property issues, including acquisitions, disposals, development agreements and leases.
- To draft appropriate documents for a wide range of property transactions e.g. leases, transfers and licences and to negotiate terms in order to protect the Council's interests
- To negotiate and settle documentation with third parties/their solicitors
- To investigate and advise on the implications of changing legislation, case law, codes of practice and policy and ensure that the decisions made by the client departments are within the legal boundaries and achieve their aims and objectives and accord with Council policy.
- To maintain an awareness of all relevant legislation, policy and regulations.
- To give presentations and training or assist the Principal Lawyer (Property) in providing presentations/training on legal issues as necessary and assist with the development of legal practice and procedure.
- To carry out such other tasks as may be allocated from time to time by the Principal Lawyer (Property) and/or by the Head of Property and Planning Law, including providing cover for colleagues who are on leave, in order to ensure the smooth running of the Property team.

- To attend and advise at meetings attended by professionals and other similar meetings as directed/supported by the Principal Lawyer (Property) and/or Head of Property and Planning Law
- To provide such emergency out of hours advice provision as required by client departments and/or the Principal Lawyer (Property) /Head of Property and Planning Law.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

1. You will have a recognised legal qualification as a Solicitor, Barrister or Chartered Legal Executive.
2. You will have experience of drafting a wide range of legal documents including leases, transfers and licences.
3. You will have an understanding of the legal framework and case law relating to property law.
4. You will have the ability to provide accurate, comprehensive and timely legal advice which meets clients' needs.
5. You will have the ability to manage a varied and demanding caseload.
6. You will have excellent oral and written communication skills with the ability to forge and maintain relationships with a wide range of people, including the ability to negotiate effectively on behalf of the Council.
7. You will be skilled in working in a successful team, enabling productive working relationships.
8. You will be able to demonstrate the ability to listen, adapt, be proactive, and work collaboratively to achieve results, including but not limited to, ensuring the provision of a responsive and efficient legal service to clients.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).