



Job description	
Job title	ASSISTANT SOLICITOR/LAWYER (HIGHWAYS)
Grade	Q
Directorate	RESOURCES
Section/team	LEGAL SERVICES
Accountable to	PRINCIPAL SOLICITOR/LAWYER (CORPORATE SERVICES), SENIOR SOLICITOR LAWYER (LAND AND PROPERTY) AND HEAD OF LEGAL SERVICES
Responsible for	NOT APPLICABLE
Date reviewed	21.02.2023

Purpose of the Job

The Knowsley Legal Services Land and Property team provides an enhanced service and dedicated resource to the Council key clients including the Council's Major Development Team and Highways Teams.

The Council has a number of key regeneration projects currently in progress including Halsnead Garden Village, Kirkby Town Centre and Huyton Village Centre Regeneration. In respect of Huyton Village Centre, the Council have recently procured a Development Partner. In November 2019, the Council acquired the freehold land interests of a key landowner in Kirkby Town Centre and as a consequence significantly increased its commercial retail property estate. The legal work arising from this increasing estate and regeneration work will in the main be delivered in-house within the Land and Property Team in Legal Services.

Your primary role will be to liaise with and receive instructions from the Council's appointed Major Development and Regeneration Teams or Council Highways teams and deliver a highways service to the Council. Supplementary to that you will be expected to undertake highways work for the Council generally.

You will play a key role within the Knowsley Legal Services Land and Property Team and will have a strong relationship with the Highways Team as your key internal client and will be primarily responsible for ensuring the delivery of high quality highways legal advice on such projects as the the Highways Team and/or as the Land and Property Team require.



Duties and Responsibilities

1. To develop, monitor and provide efficient and effective legal services to meet the needs of the Council with previous experience in most, if not all of the following:
 - Highways and rights of way issues;
 - Negotiating forms of highways agreements including section 38 and section 278 agreements;
 - Development projects;
 - Subsidy control in so far as it relates to regeneration
 - Highways enforcement;
 - Highway appeals and hearings; and
 - General advice on miscellaneous highways matters and such other work areas as may be dealt with by the Land and Property Team.
2. To provide high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal clients of Legal Services, primarily relating to significant highways related work, regeneration projects and other development related functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation but also to include such other matters as the post holder may be assigned from time to time.
3. To have care and conduct of a caseload of complex highways related matters.
4. To ensure the allocated caseload is managed in accordance with established practice guidelines.
5. To advise on the initiating and making of other associated appropriate applications relating to this area of work.
6. To represent the Council and/or Legal Services and attend and advise at multi-disciplinary team meetings, client interface meetings and such other working groups and/or corporate groups as may be considered necessary and appropriate to support the client in the exercise of its functions.
7. To appear on behalf of the Council as an advocate in a relevant court as appropriate on property related matters or any other matter allocated by the Principal Solicitor/Lawyer or Senior Solicitor/Lawyer.
8. To instruct Counsel to advise, act or appear on behalf of the Council as and when appropriate and required.
9. To provide advice in relation to all duties and functions of the Council in so far as it relates to property related matters.



10. To direct and supervise as appropriate the work of more junior members of the Land and Property Team, to include allocation of work, checking quality of work and providing, where appropriate, on the job training.
11. To provide training for Elected Members and any service of the Council and/or any external client of Knowsley Legal Services or a Council partner as may be required.
12. To operate and/or undertake such systems and procedures as are deemed necessary for the effective provision of the service including those relating to the maintenance of case management information Land and Property Team team budget monitoring.
13. To keep and maintain appropriate legal records, including time recording.
14. To ensure compliance with the Law Society's professional standards for Solicitors (where appropriate) and the Council's own internal policies, rules and procedures.
15. To carry out such other duties and responsibilities appropriate to the post as may be determined.
16. To support the Council's pursuit of greater collaboration and co-operation (including shared services) between local authorities including the carrying out all of the duties and responsibilities set out above for another local authority in accordance with terms agreed by and under the supervision of the Senior Solicitor/Lawyer.

This is not a comprehensive list of all of the duties and responsibilities which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and flexibility is required in terms of responding to changing demands in the team or in the workload of Legal Services.

Health and Safety

- To use office equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,



- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.