

Job description and employee specification

Job title:	Lawyer	Location:	Coleford
Reports to:	Head of Legal Services	Working hours:	37 per week
Job number:	TBC	Salary range:	£42,821 per annum
Supervises:	Not applicable		
Purpose:	Working autonomously within the required area of expertise to provide high quality pro-active legal advice, assistance and service to Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council.		
Key responsibilities:	<p>To be responsible directly to the Head of Legal Services for the following work areas:</p> <p>(a) The provision of legal advice generally, including to all Council Officers, Members and their respective clients, on property cases, transactions and projects, including Landlord & Tenant, Commercial and Residential Conveyancing, relating to decisions by, or conduct of, the Councils.</p> <p>(b) Generally undertaking legal casework generated by the Councils including:</p> <ul style="list-style-type: none"> (i) Advising Officers on property law and procedure in the exercise of the powers allocated to them and to draft Notices, Deeds, Documents and Agreements as appropriate; (ii) To be responsible for the provision of legal advice to the Estates, Property and Asset Management Service, which will relate to decisions, and activities of all the Councils' commercial landholdings and be of a high complexity and value and/or substantial corporate importance. (iii) To undertake the negotiation, and original drafting, of documentation for acquisitions and disposals, commercial leases, building agreements, and associated matters as appropriate on behalf of the Councils including transactions at a strategic level and of an intricate/complex nature. (iv) To provide corporate advice on matters affecting local government (v) Compilation of Reports to the Councils and Committees, and attending Committees to provide advice as required <p>(c) Carrying out of the legal processes arising from the Development Control functions of the Councils under the Town and Country Planning legislation, including the preparation of Section 106 Agreements and Deeds of Variation.</p> <p>(d) The compilation of legal reports, legal research and advice as required. Identifying the potential impact of new legislation or case decisions and advising on the impact and the appropriate policy/strategy/best practice to be adopted by the Councils.</p> <p>(e) Acting on initiative to provide creative and innovative solutions to legal problems to officers in order to meet the corporate objectives of the Councils.</p>		

	<p>(f) Carry out research to provide ownership details and other legal information which form the basis of property records and portfolios with site inspections as necessary.</p> <p>(g) Where specialist assistance is required, to instruct outside agencies and consultants to act on the Councils' behalf in any property related transaction.</p> <p>(h) Undertake such other duties as are required and as are commensurate with the grade of the post.</p> <p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</p> <p>General Accountabilities</p> <ul style="list-style-type: none"> • Working to add value to, and be a valued member of the team, and to be valued by customers • The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment • Work in compliance with the Codes of Conduct, Regulations and policies • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;
<p>Essential requirements, qualifications, skills and abilities:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Fully qualified Solicitor or Legal Executive. • Evidence of and commitment to Continuous Professional Development. <p>Experience</p> <ul style="list-style-type: none"> • 3-5 years' experience in one, or a combination of the following fields: • Property, (including Landlord & Tenant, Commercial and Residential Conveyancing) Planning and Local Government. • Experience of time management and task prioritisation to meet inflexible deadlines. • Experience of working as a member of a team to produce high quality work. <p>Skills</p> <ul style="list-style-type: none"> • Good interpersonal skills with the ability to develop and sustain relationships with a variety of people both within and external to the Councils. • Excellent presentation and communication skills, written and verbal. • Ability to work promptly under pressure, using initiative and adopting a proactive approach. • Ability to lead meetings and to possess good negotiating skills. • Excellent communication skills. Candidates should possess the ability to make an effective presentation. • Ability to communicate effectively and clearly, having an extremely high standard of written work and good verbal communication skills. • Good level of IT skills - MS Office

	<ul style="list-style-type: none"> • Ability to maintain confidentiality in accordance with Data Protection 	
Desirable requirements, qualifications, skills and abilities:	<ul style="list-style-type: none"> • Experience of Local Government Procedures • Good influencing, negotiating and relationship building skills. • A commitment to furthering democratic decision-making and public involvement in all sections of the local community • The ability to assist in the development of corporate and departmental policies. • The ability to appear as an advocate on behalf of the Councils in a wide range of matters. • Experience of adapting communication styles to appeal to a wide variety of audiences. 	
Special conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service • You will need use of a car for work purposes 	
Date of Issue:	December 2021	
Date reviewed:		
Reviewed by	Name: Susan Gargett	Job title: Interim Head of Legal Services