

**Assurance
Legal Services**

**Property Lawyer
Job Description and Person Specification**

August 2025

Job Description

Job Title:	Property Lawyer
Department:	Assurance
Function:	Legal Services
Team:	Property and Planning
Post number:	LS0013
Grade:	LBR13
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 Hours
Base location:	London Borough of Redbridge
Reports to: <i>Job title</i>	Principal Lawyer
Responsible for: <i>Job titles of direct reports</i>	No line management responsibilities.
Role purpose and role dimensions: <i>Overview of the job</i>	<ol style="list-style-type: none"> 1. To provide a comprehensive and professional legal service in all aspects of property law. 2. To serve as a key source of expertise and knowledge in property law. 3. To provide legal advice and assistance at meetings of relevant committees.
Key external contacts: <i>Organisations</i>	Court Staff Barristers Witnesses Members of Parliament Government Joint Venture Partners
Key internal contacts: <i>Job titles or groups of staff</i>	Directors Heads of Service Managers Departmental Clients and other specialist departments Members Other solicitors within the team
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	Advising the client, identifying risk and ensuring that the Council's financial processes are adhered to in respect of any money coming to or being paid by the Council. Ensuring good record keeping of financials and reporting (to include costs/ orders) following determination of cases.
Key areas for decision making:	Adhering to and complying with relevant professional body and any Council set processes at any stage other than where the client or the Council makes a decision in relation to a case.

<p>Other considerations: E.g. working patterns</p>	
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<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>
<p>Advising on Legal Issues:</p>	<p>This will involve: Being source of expertise and knowledge of, and to provide advice, guidance and practical assistance on local government law generally and a relevant legal discipline including:</p> <p>a) Local Government Administration b) To undertake an extensive caseload of complex legal work in the legal practice areas covered by one of the Regeneration & Property Team including:</p> <ul style="list-style-type: none"> • Commercial property transactions; including managing the current assets portfolios within the general fund and housing register. • Regeneration projects • Telecommunication Wayleave agreements • Joint Ventures (Public/Private Sector, Public Voluntary Sector) • CPO • Formalising occupation of Council owned property • Advising on governance by providing legal comments on reports Licenses / Easements • Dealing with Boundary disputes • Title Reports/ Title checks • Regularising ownership of unregistered land • Managing and steering external support firms • Dealing with and providing advice on governance issues • Acquisitions and Disposals of Property • Consideration and support on Constitution • Granting Tenancies at Will • Assisting with negotiating and agreeing Heads of Terms • Drafting Leases, Agreements of Sale, licenses to assign, Transfer Deeds, Deeds of variation, Sub-lettings • Carrying out searches • Dealing with registration of transactions with the land register • Serving and accepting Land and Tenant Notices • Advising on dilapidations claims, repair obligations, health and safety issues (e.g. Grenfell). • Property company formations • Advising on contractual obligations <p>c) Right To Buy and Housing related work:</p> <ul style="list-style-type: none"> • Advising on whether grounds exist for making a compulsory purchase order • right to buy transactions • boundary advice • Deeds of postponements • Registering and removing title restriction • Title certificates • grant of easement • registration of caution <p>d) Lease extension under section 42 of the Leasehold Reform, Housing and Urban Development Act 1993.</p>

Conduct of Cases:	This will involve: Conducting a full range of complex residential, commercial and property development cases and land transactions, to undertaking advocacy in the Courts and Tribunals, where rights of audience permit this.
Supervision:	This will involve: Providing general supervision of the conduct of all property transactions in the areas of legal work undertaken and may be required to supervise junior members of the team with their workload where required.
Update and review	This will involve: assisting in the revision of policies, protocols, precedents and practice notes to serve as masters for use within the Council.
Servicing Appropriate Committees:	This will involve: <ul style="list-style-type: none"> ▪ Preparing reports for the Council’s Cabinet and Committees and associated working groups. To attend appropriate Committees. ▪ Keeping abreast of changes in the law and developments and preparing briefing notes as and when required. ▪ To represent and act on behalf of the Council where directed by the Principal Lawyer of Legal Services.
Management of the Team:	This will involve: <ul style="list-style-type: none"> ▪ To deputise for the Principal Lawyer – Property and Planning on request in respect of issues connected with the functions of this post. ▪ To assist in the operational management of the Team; in particular, management of property transactions under the direction of the Principal Lawyer - Property. ▪ To assist in the training and career development of the Team.
Professional Development	This will involve: keeping abreast of changes in the law and developments affecting the team’s functions and to ensure that working arrangements, procedures and practices take account of such matters.
Flexibility	This will involve: <ul style="list-style-type: none"> ▪ Undertaking such other similar and relevant duties as may from time to time be assigned to the post. ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time, you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within grading level and competence.

Person Specification

Job Title:	Property Lawyer		
Grade	LBR13		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Solicitor, Barrister, FILEX or similar qualification	A	3
Minimum experience/ knowledge/ skills:	Substantial experience of both residential and commercial property development transactions, preferably in a local government context, in a relevant discipline.	A I	3
	Advocacy experience before relevant courts and Tribunals	A I	2
	Experience in serving Committees in a Local Authority or similar organisation would be useful but not essential.	A I	2
	Excellent knowledge of the law and practice of commercial and residential property transactions.	A I	3
	Conducts a case load within their area of expertise without supervision and works independently.	A I	3
	Excellent written and verbal communication skills	A I	3
	Demonstrable ability to communicate with Elected Members, senior managers and staff at all levels.	A I	3
Minimum behaviours: Customer service	Makes and sustains good client relationships	A I	3
Communicating and influencing others	Communicates effectively both in writing and verbally with clients and others in any given role delivery situation.	A I	3
Working together	Works as part of a team, offering supervision and support to junior staff members where appropriate.	A I	3
Analysis and judgement	Analyses complex legal issues, identifies risks to the Council and advises on minimising risk.	A I	3
Driving improvement	Assists in the implementation, development, operation and maintenance of service level agreements.	A I	2
Adaptability	Flexible approach to tasks, works well in a demanding environment and acquires new skills	A I	3
Equal Opportunities	Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post	A I	3