

Assurance Legal Services

Senior Property Lawyer Job Description and Person Specification

June 2025

Job Description

Job Title:	Senior Property Lawyer
Department:	Assurance
Function:	Legal Services
Team:	Property and Planning
Post number:	S002918
Grade:	LBR16
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 Hours/ 52.14 weeks
Base location:	Lynton House, Ilford
Reports to: <i>Job title</i>	Principal Lawyer (Property and Planning)
Responsible for: <i>Job titles of direct reports</i>	No line management responsibilities.
Role purpose and role dimensions: <i>Overview of the job</i>	1. To provide a comprehensive and professional legal service in all aspects of commercial and residential property law. 2. To serve as a key source of expertise and knowledge in residential acquisition. 3. To provide legal advice and assistance at meetings of relevant committees. 4. To be responsible to the Principal Lawyer for the conduct of legal work in respect of Property Law matters allocated in the Property and Planning Team and the provision of legal advice and support to Chief Officers and their staff on such matters. 5. To give effect to the policies and decisions of the Council. 6. To provide legal advice to the Council's Members and officer departments as appropriate. 7. To maintain a knowledge and awareness of developments in relevant areas of law. 8. To maintain good working relationships with other members of the team, managers and other departments of the Council and the Members. 9. To maintain good relations with the public and other bodies within the wider community as far as is practicable in line with the requirements of the post. 10. Must have excellent communication skills and an ability to work under pressure and prioritise workloads to meet tight deadlines.
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.
Other considerations: <i>E.g. working patterns</i>	This post is politically restricted.

Key accountabilities and result areas:	Key elements:
Advising on Legal Issues:	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; a) Local Government Administration Purpose of Job: - To be responsible to the Principal Lawyer for the conduct of legal work in respect of complex residential property acquisition matters allocated in the Property and Planning Team and the provision of legal advice and support to Departmental Managers/ Officers and their staff on such matters. Main Duties To undertake a varied caseload in all matters as allocated. 1) To act as a legal advisor to the client organisations in regeneration, commercial property and other corporate or constitutional and administrative matters to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations. 2) Preparing, negotiating and advising on all aspects relating to regeneration projects and commercial property work. 3) Advising and negotiating on projects involving multiple agencies and client interests, including the third sector and charitable organisations. 4) To review draft contracts and transfers, review titles and prepare title reports for the client. 5) To progress transactions to completion and deal with all aspects of post completion matters including filing SDLT Returns with HMRC. 6) To have full conduct of matters receiving instructions, liaising with relevant parties, assisting with the preparation of matters for consideration by the client. 3) To negotiate on behalf of the Council with external agencies and individuals on matters relating to the Council's functions. 4) To appear as advocate on behalf of the Council before the Courts, or instruct Counsel as appropriate. 5) To act as Legal Adviser to the Council's Committees including writing reports and otherwise attending and advising Committees as requires. 6) To interpret and draft reports on new, existing and proposed legislation, keep abreast of changes to the law and inform Officers and Members accordingly. 7) To present training courses and seminars for Members, officers and others as necessary. 8) To keep abreast of all current legal and professional requirements and inform and instruct colleagues as necessary. Assess and report, as required, on the implications of new and proposed legislation and its effect on the work and responsibilities of the Council. 9) To maximise the use and effectiveness of computer systems. 10) To liaise effectively with external solicitors, consultants, experts, government departments and members of the public. 11) To undertake any other work appropriate to the level and general nature of the post's duties. 12) To carry out all duties with due regard to the provision of the Health and Safety Regulations and Legislation and the Council's Equal Opportunities and Customer Care Policies, Quality Service Objectives, and New Technology Agreement.

Conduct of Cases:	This will involve: Conducting a full range of complex commercial property and residential property cases and to undertake advocacy in the Courts and Tribunals, where rights of audience permit this.
Supervision:	This will involve: Providing general supervision of the conduct of all commercial and residential acquisition and disposal 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: ▪ Preparing reports for the client and associated working groups. To attend appropriate client meetings and brief client. ▪ 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: ▪ To deputise for the Principal Lawyer – on all Property matters on request and in respect of issues connected with the functions of this post. To assist in the operational management of the Team; in particular, management of complex commercial and residential property transactions under the direction of the Principal Lawyer – Property and Planning. ▪ 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: ▪ 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:	Senior Property Lawyer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>		A - I - T	Weighting
Minimum education/ qualifications:	Solicitor, Barrister, FILEX or similar qualification	A	3
Minimum experience/ knowledge/ skills:	Substantial experience of residential and commercial property transactions, preferably in a local government context, in a relevant discipline	A I	3
	Advocacy experience before relevant courts and Tribunals	A I	3
	Significant experience of preparing title reports and brief officers in a Local Authority or similar organisation	A I	3
	Excellent knowledge of the law and practice of property and conveyancing transactions	A I	3
	Conducts a case load within their area of expertise without supervision and works independently.	AI	3
	Excellent written and verbal communication skills	AI	3
	Demonstrable ability to communicate with Elected Members, senior managers and staff at all levels.	AI	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	3
Adaptability	Flexible approach to tasks, works well under pressure 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	AI	3
Special conditions:	This post is politically restricted		