

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Property Lawyer
Service:	Legal and Democratic Services
Team:	Legal Services
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Deputy Borough Solicitor
Responsible for:	Not applicable
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> To assist in the provision of a comprehensive legal service to the Council, including the provision of high quality legal support, advice, assistance and transactional services to the Council, its committees and officers at all levels. Covering all types of matters associated with non-contentious property law and practice and other matters relating to the business of the Council. 	

- The postholder will be required to undertake other duties connected with the provision of legal services to the Council as determined by the Borough Solicitor or the Executive Head of Legal & Governance

MAIN DUTIES AND ACCOUNTABILITIES

- Executing instructions pertaining to varied property transactions together with the provision of high quality and timely property law advice and support to officers and Members generally.
- To provide high quality and timely legal advice in respect of other areas of the Council's business as may be required by the Borough Solicitor..
- To instruct Counsel and external solicitors as appropriate and monitor their work..
- To attend such committees or other meetings of Members and/or officers and/or external parties as directed by the Borough Solicitor.
- To maintain an up-to-date knowledge of the relevant areas of legislation and case law and advise on any implications for the work of the Council.
- To undertake legal research and advise accordingly, orally and in writing.
- To deal with 'on call' requests for legal advice from officers or Members which may require research and an oral or written response.
- To prepare and or contribute to officer reports and correspondence or ensure that reports and correspondence prepared by others are legally accurate.
- To contribute positively as a member of the Legal Services Team.
- To manage the relationship with officers and elected Members so as to ensure good working practices.
- To carry out any other duties which may, from time to time, be allocated by the Borough Solicitor or the Executive Head of Legal & Governance either on a continuing or ad hoc basis.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

Comply with all Health and Safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- The work will consist of a varied caseload and the postholder will have regard to the relevant legislation and common law, corporate procedures, strategies, policies and powers, probity, Financial Regulations, the Constitution, Scheme of Delegation and other relevant issues.
- The postholder will be expected to be experienced in the area of property practice and law but may be less experienced in other areas. Knowledge and experience of areas of law other than property are not essential but the postholder must be willing to gain experience following appointment.
- The postholder will not be expected to manage any staff or budgets and will only incur expenditure with authorisation from the Borough Solicitor.
- The postholder can expect to deal with a caseload of up to 200 substantive matters per year in addition to regular ad hoc requests for legal advice on all types of matters on a day-to-day basis, some of which may require research.

- In addition to daytime meetings, the postholder can expect, from time to time, to attend evening committees during the year. (No additional payment will be made for such attendance).

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The postholder will be accountable to the Borough Solicitor and all major decisions will be taken after consulting him or her.
- The postholder will be expected to take a high degree of responsibility for prioritising work and managing his/her caseload, identifying and discussing any issues as they arise and keeping work monitoring, filing and time recording records up to date.
- The postholder will be expected to work as a full member of the Legal Services Team and other colleagues and will be required to advise or oversee other members of the Team on complex property law issues, as appropriate.
- The work may include major projects, involving numerous legal complexities, where the postholder will represent the Borough Solicitor and may serve as a member of a corporate team, attending meetings, etc.

PLANNING/ORGANISING/CONTROLLING

- The postholder will be required to be a clear and concise communicator, with an ability to communicate with and influence officers and Members at all levels.
- The postholder will be required to advise on complex property matters with a variety of legal issues. This will require an ability to organise their workload independently and to prioritise those matters in order to support the officers concerned.
- The postholder will be expected to be calm and focused, and to provide advice in a professional manner in all situations.

CUSTOMERS AND CONTACTS

INTERNAL

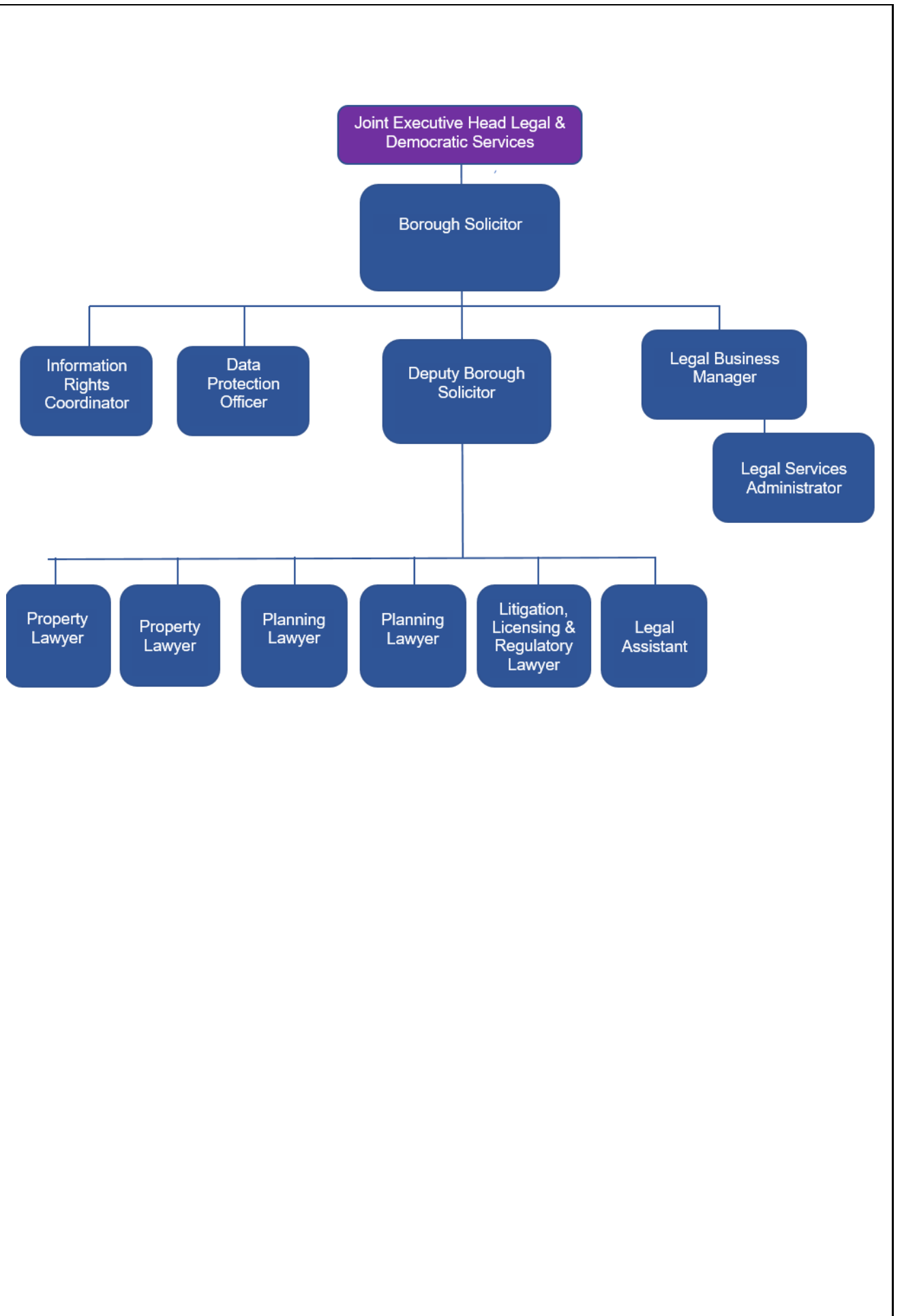
- Officers at all levels including senior officers and Members of the Council

EXTERNAL

- Members of the legal and other professions, other official personnel, government departments and their staff, members of the public. All types of outside organisations and their representatives.

SERVICE/TEAM STRUCTURE

SEE STRUCTURE CHART ON FOLLOWING PAGE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form to be shortlisted for this role.

PERSON SPECIFICATION				
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE	Qualified solicitor, barrister or legal executive with up-to-date practising certificate	A/C		
KNOWLEDGE / TECHNICAL SKILLS	Demonstrable experience practising and advising on Property law matters	A/I		A/I
	Able to represent the Legal Section at all types of meetings.	A/I	Previous experience in local government and knowledge and experience in two or more of the following: <ul style="list-style-type: none"> • Housing • Property • Litigation • Environment • Leisure • Contracts • Local Government Law 	A/I
	Ability to draft complex legal documentation.	A/I	Knowledge of Safeguarding	A/I
	Skills of negotiation	A/I		
COMMUNICATION	Able to deal and communicate effectively with people at all levels in person/on the telephone/in writing in plain English rather than using jargon.	A/I		

CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Ability to clarify instructions and identify innovative solutions.	A/I		
TEAM WORKING	Willing to take a high level of responsibility for a varied personal work load with conflicting priorities and to participate fully as a team member of the Legal Section.	A/I		
MANAGING SELF AND OTHERS	Able to manage a full and varied caseload with an attention to self-managing to required timescales	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Willing to deal with various areas of the law other than Property law as required	A/I		
	Can-do attitude and a team player.	A/I		
SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item	A		
	Able to attend regular evening meetings	A		
	Interests in Property matters and Local Government.	A/I		

How assessed

- A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

For Official Use only			
Job title:	Property Lawyer	Post no:	
Service:	Legal and Democratic	JE score:	393
Team:	Legal	Pay band:	5
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	2	
	Can do approach/Results	3	
REVIEWED BY:	Mark Watkins	DATE:	04/09/23
CHECKED IN:	HR	DATE:	
LAST UPDATED:	September 2023	DATE:	