

Senior Legal Officer (C) – Real Estate Grade 14-15

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The purpose of the job is to work as a senior member of the Real Estate Team providing and commissioning customer focused legal support at a very senior level to Members and Senior Officers of the Council and others in a proactive enabling manner so as to facilitate, as far as possible within the law, the policy objectives of the Council.

The role is based in Huddersfield within Legal Services, which is part of the Legal, Governance and Commissioning Service. The post holder reports directly to the Legal Head of Corporate or members of the Legal Services Management Team.

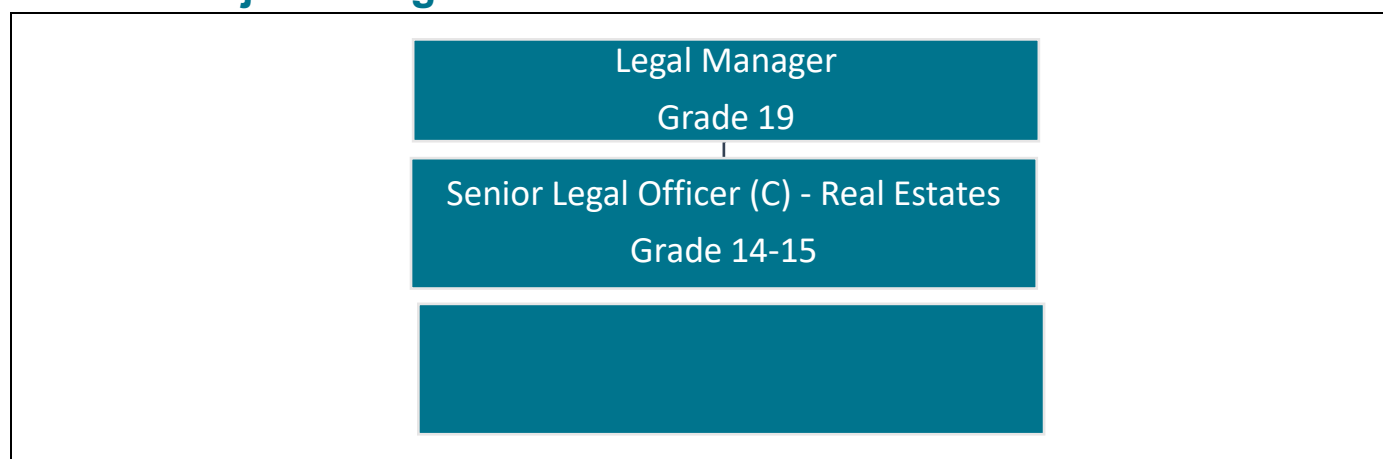
This role is based within Corporate Strategy, Commissioning & Public Health. Find out more about [working for Kirklees](#).

Key areas of responsibility

- Provide a full range of legal support to client services, external customers, Councillors, Senior Leadership Team, Executive Team and others primarily in respect of non-contentious Real Estate and Housing law and other work to facilitate the policy objectives of the Council with limited to no supervision.
- Advise on a variety of complex commercial and residential property related matters such as the granting and taking leases, acquisitions, disposals, easements, reports on title, wayleaves, licences with the addition of complex and unusual strategic development, PFI and regeneration projects as your career develops.
- Advise and attend Cabinet, committees, Project Boards, Senior Leadership Team, Executive Team, working parties, other meetings and other bodies of a similar nature and draft reports and draft and contribute to strategies and policy initiatives as required advising in detail on the Constitution, particularly the Schemes of Delegation.
- Undertake legal research on extremely complex legal issues, instructing Counsel as required.
- Manage the outsourcing of excess work under Framework Agreements ensuring Value for Money.

- Advise in relation to property related charity work, write reports for the Corporate Trustee and attend Corporate Trustee meetings.
- Presentations to and conducting training for Members, Kirklees staff and others concerning relevant legal matters.
- Where relevant support in connection with litigation, tribunals, arbitration and other dispute resolution proceedings and hearings, public inquiries and advise upon the merits and settlement of claims.
- Supervise, manage and mentor team members.
- Assist and support more broadly in the provision of a comprehensive legal service as may reasonably be required.
- Build effective working relationships with Council colleagues at senior levels particularly and external partners, managing outsourcing to framework firms of large external spend and nurture and maintain relationships with them.
- Responsible for checking authorities in place before attesting Council's seal to deeds and documents.
- To inform senior staff of matters which are critical, politically sensitive or high profile and report to the Legal-Head of Corporate/Head of Legal Services any issues in respect of service delivery.
- Undertake legal work on behalf of WYLAW Councils if required to do so. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Legal Head of corporate from time to time in consultation with the postholder.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Extensive experience and knowledge relating to Conveyancing Law and practice	Essential
Extensive experience and knowledge of Landlord and Tenant law and practice	Essential
Extensive experience and knowledge in two or more of the following areas is essential:- <ul style="list-style-type: none"> o Local Government Law and Procedure o Charity Law and Practice o Agricultural Law and Practice o Education or Housing or Compulsory Purchase Law or Planning and Highways, State Aid/subsidy Control Law (Substantial experience required at Grade 12-13) 	Essential
Solicitor or Barrister or FCILEx or Licensed Conveyancer or equivalent.	Essential
Articulate and confident in oral, written and persuasion skills and ability to communicate effectively complex issues to all audiences.	Essential
A commitment to further training and professional development.	Essential
Ability to supervise, manage and mentor team members.	Essential
Attention to detail and clear analytical and problem solving and sound judgement skills to deliver outcomes.	Essential
Be resilient, work efficiently, with limited to no supervision, carrying out a significant and varied workload to tight deadlines and to prioritise competing demands from the Senior Leadership Team, Executive Team and other customers.	Essential
High level drafting and negotiating skills.	Essential
A proactive, practical, commercial and risk aware approach to the work.	Essential
Commitment to provide high quality customer focused legal service and to work proactively to build, maintain and improve relationships with Cabinet, committees, Project Boards, Senior Leadership Team, Executive Team, working parties, other meetings and clients.	Essential
Understanding of and commitment to inclusion and diversity issues.	Essential
IT literate and experience in using legal and other IT based applications.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Expected to deliver training on new legislation and its implementation, amongst other matters.	Essential
Understanding of challenges facing local government/local government lawyers	Essential
Prepared to work occasionally outside normal working hours to attend auctions and other public meetings	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Willing and able to work outside standard office hours when required to deliver the service
Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Gov&Comms	Grading ID	27930 & 27871
Job ID	80101080	Last Updated	05/10/2006
Job Focus	Yes	Career Progression	Yes

Contractual Variants

DBS Category	N/A	DBS Type	N/A
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	J Drake		