

Senior Legal Officer A-B – Grade 11-13

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 Legal Services Team providing and commissioning customer focused legal support at a senior level to Members and 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.

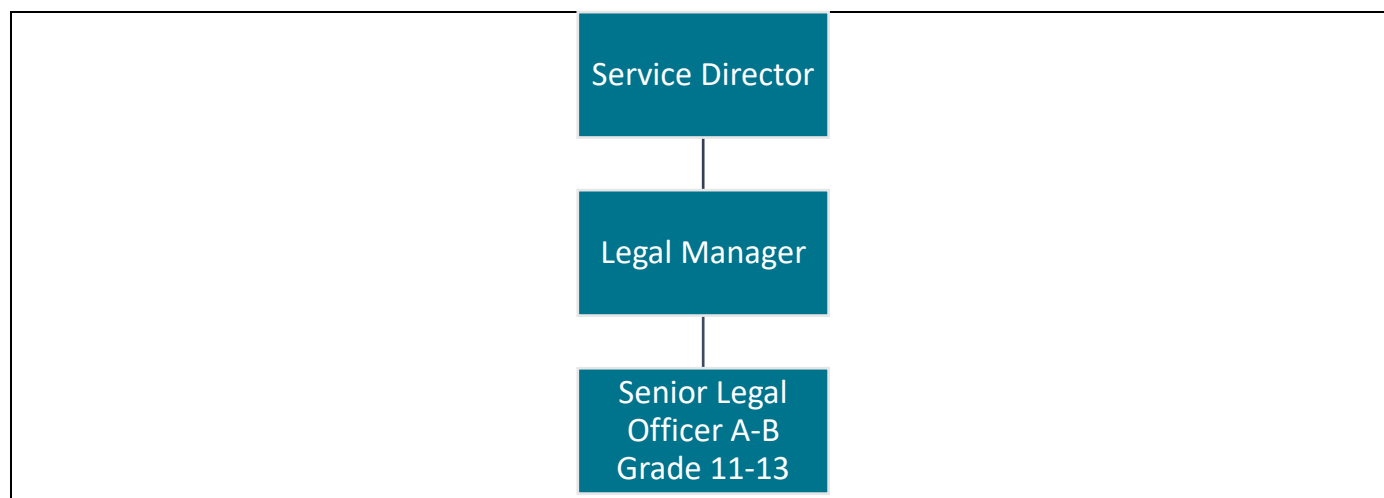
You will report directly to the Senior Legal Officer (C) or Legal Manager.

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

Key areas of responsibility

- Council and clients to be properly supported with timely, appropriate, and cost effective legal services.
- Legal work to comply with all applicable law, Council policies, the Council's Constitution (which includes Contract Procedure Rules and Financial Procedure Rules) and decisions of the Council, Cabinet, committees, officers, and other bodies as appropriate.
- Provision of a legal service that is practical, clear and responds positively to changes in the law, Council policy and service delivery.
- Maintain awareness of legal developments and their implications and advise accordingly.
- Legal work to be carried out in accordance with office procedures and systems.
- Meet the requirements of the Law Society, Solicitor's Regulation Authority and/or Bar Council and/or Chartered Institute of Legal Executives and/or Council for Licensed Conveyancers (if applicable) and any service level agreements with clients.
- Develop effective communication and team working within Legal Services and with internal and external colleagues and partners.

Position of job in organisational structure



Employee Specification

See specific Job Focus Sheet

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 2, for grades 11-12 and level 3 for grade 13. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).
DBS check at the appropriate level

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	Legal Services	Grading ID	27870 27890 27921
Job ID	80101667	Last Updated	August 2020
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	Other	DBS Type	Standard
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	M Lunn		

Senior Legal Officer, Real Estate – Grade 11-13

To be read in conjunction with Senior Legal Officer Job Profile which provides the full range of Senior Legal Officer responsibilities across the Legal Services function.

Job purpose

The key purpose of this job is to work as a senior member of the Real Estate Team providing and commissioning customer focused legal support at a senior level to Members and 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. member of the Real Estate Team.

Key areas of responsibility

- Provide a full range of legal support to client services, external customers, Councillors, and others primarily in respect of non-contentious Real Estate and Housing law and other work to facilitate the policy objectives of the Council.
- Advise on a variety of routine 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 strategic development and regeneration projects as your career develops.
- Advise Cabinet, committees, working parties, other meetings and other bodies of a similar nature and draft reports and contribute to strategies and policy initiatives as required.
- Undertake legal research.
- Advise in relation to property related charity work.
- 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 and advise upon the merits and settlement of claims.
- Support to other members of the team and assist in the supervision and mentoring of junior staff.
- On occasion, 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 all levels and external partners.
- 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.

Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Practical experience and knowledge relating to Conveyancing Law and practice (substantial experience will be required at Grade 12-13)	Essential
Practical experience and knowledge of Landlord and Tenant law and practice (Substantial experience required at Grade 12-13)	Essential
Practical experience and knowledge in one or more of the following areas is desirable but not essential: - Local Government Law and Procedure Charity Law and Practice Agricultural Law and Practice Education or Housing or Compulsory Purchase Law or Planning and Highways, State Aid 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 straightforward to complex issues to all audiences.	Essential
A commitment to further training and professional development.	Essential
Ability to supervise and mentor junior staff.	Essential
Attention to detail and clear analytical and problem solving and sound judgement skills to deliver outcomes.	Essential
Be resilient, work efficiently, with minimal supervision depending on your experience, carrying out a significant and varied workload to tight deadlines and to prioritise competing demands from customers.	Essential
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 clients.	Essential
IT literate and experience in using legal and other IT based applications.	Essential
Expected to deliver training	Essential
Understanding of challenges facing local government	Desirable
Prepared to work occasionally outside normal working hours to attend auctions and other public meetings	Essential
Accepts a standard DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

General information

Able to work unsocial hours

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Job Category	Legal Services	Grading ID	27870 27890 27921
Job ID	80101667	Last Updated	September 2021
Job Focus	Yes	Career Progression	Yes

Contractual Variants

DBS Category	Other	DBS Type	Standard
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
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