

Job Title and Grade

Legal Officer - Real Estate, Legal Services - Grade 10 (£31,346 to £33,782)

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 member of the Real Estate Team providing and commissioning customer focused legal support to 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 Senior Legal Officer (C) (Real Estate).

To find out more about working for Kirklees please click [here](#)

The Job

This is a post within the Real Estate team and you will work closely with Senior Legal Officers, Legal Services management team and colleagues across the Council:-

To provide a full range of legal support to client services, external customers, Councillors and others primarily in respect of non-contentious Real Estate and other work to facilitate the policy objectives of the Council, under the supervision of Senior Legal Officers, as required.

Advise on a variety of commercial and residential property related matters such as the granting and taking of leases, acquisitions, disposals, easements, reports on title, wayleaves and licences including assisting with the Right to Buy disposals and associated enquiries and consents.

Undertake legal research.

Assist Senior Legal Officers in advice in relation to property related charity work.

Where relevant support in connection with litigation, tribunals, arbitration and other dispute resolution proceedings and hearings.

Support to Senior Legal Officers in their complex strategic development and regeneration projects 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.

To attend working groups, external meetings and boards, as appropriate.

Job Checklist

- 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.

Please click [here](#) to see your responsibilities related to safeguarding

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Using your knowledge, experience and desire to learn, contribute positively as a member of Legal Services on a wide range of non-contentious Real Estate and other work to facilitate the policy objectives of the Council.

Develop excellent supportive relationships with customers and colleagues for the benefit of the Council as a whole using your communication skills and professional, flexible and pro-active approach.

With a highly professional and responsive manner you will take personal responsibility, under the supervision of Senior Legal Officers, for achieving results to ensure efficient service delivery.

Be flexible in terms of working hours and the nature of the work and will be committed to further personal training and development.

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

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation

This role is at level 2. To find out more about Council Behaviours please click [here](#)

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.

Person Checklist

- Practical experience and knowledge relating to Conveyancing Law and practice.
- Practical experience and knowledge of Landlord and Tenant law and practice.
- At least 2 years' experience in a legal office dealing with work relevant to the post is desirable.
- Level 3 CILEx or Licensed Conveyancer or equivalent qualification or able to demonstrate competence in dealing with legal matters at an equivalent level.
- Articulate and confident in oral, written and persuasion skills and ability to communicate effectively straightforward to complex issues to all audiences.
- A commitment to further training and professional development.
- Ability to supervise and mentor junior staff.
- Attention to detail and clear analytical and problem solving and sound judgement skills to deliver outcomes.
- Be resilient and work efficiently, under the supervision of Senior Legal Officers, as required, depending on your experience, carrying out a significant and varied workload to tight deadlines and to prioritise competing demands from customers.
- Drafting and negotiating skills.
- A proactive, practical, commercial and risk aware approach to the work.
- Commitment to provide high quality customer focused legal service and to work proactively to build, maintain and improve relationships with clients.
- Understanding of and commitment to inclusion and diversity issues.
- IT literate and experience in using legal and other IT based applications.
- Understanding of challenges facing local government
- Prepared to work occasionally outside normal working hours to attend auctions and other public meetings

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For Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you meet the requirements of the job as described under 'The Person' and 'Person Checklist'.