

JOB DESCRIPTION

TITLE: SENIOR SOLICITOR -Property & Planning

POST NO: PREF106105

DEPARTMENT: Governance

SERVICE: LEGAL SERVICES

RESPONSIBLE TO: Principal Solicitor

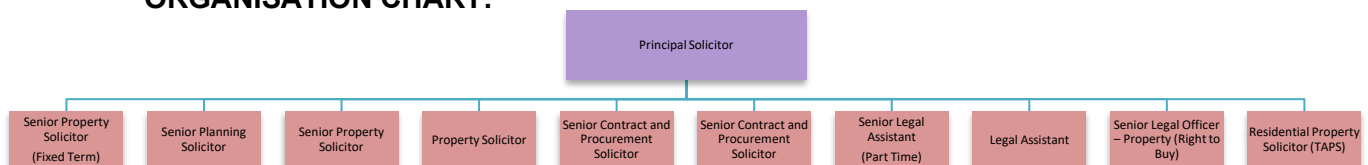
GRADE: M5

PURPOSE OF POST:

To assist in the provision of a comprehensive legal service to the Council, its Executive, its Committees and Sub-Committees and to Departments including Senior officers and elected Members as well as external clients to protect the interests of the Council and/or external clients whilst providing options and advising on risks.

To provide high quality legal advice in relation to property and planning matters which takes into account Council's business needs and objectives.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- | | <u>%</u> |
|---|----------|
| 1. Give legal advice, often in relation to highly complex matters, to Officers and members of the Council as required to achieve innovative solutions to problems which comply with the law. | 25 |
| 2. Manage a mixed caseload of property and planning matters in an effective efficient and timely manner to achieve any relevant budgetary targets or policies set by the Council while ensuring that the law, is complied with. | 20 |

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| 3. Carry out, with the minimum of supervision, a wide range of other legal work as required, including the drafting of any necessary documents to implement decisions taken in pursuance of the Council's functions. | 25 |
| 4. Prepare reports for and attend and give legal and procedural advice, including in relation to complex and highly complex matters to the Executive, to any Committee or Members of such Executive and to such Committees, Sub-Committees, Working Parties and other groups of Members or Officers as may be required to enable decisions to be taken and implemented in accordance with the law. | 15 |
| 5. Exercise judgement as to whether specialist legal advice and/or assistance is required and instruct Counsel in such cases as may be approved by the Head of Legal Services or the Principal Solicitor (Property Planning, Highways, Procurement and Contracts) to enable decisions to be taken and implemented in accordance with the law and monitor progress and delivery of outcomes to ensure the Council receives value for money. | 5 |
| 6. Participate in projects relating to corporate, interdivisional or interdepartmental work as may be required by the Principal Solicitor (Property Planning, Highways, Procurement and Contracts) or the Head of Legal Services to enable the Council to formulate and implement policies in accordance with the law. | 5 |
| 7. Maintain awareness and knowledge of developments in law and government guidance that could impact upon the Council's work in relation to property matters and develop working practices to assist with the efficient and economical delivery of services. | 5 |

DIMENSIONS:

Supervisory Management: Senior Solicitors will give supervision and guidance to Junior Solicitors/Trainees/Legal Officers in the Team.

Financial Resources: N/A

Physical Resources: Personal equipment, Laptop etc.

Other: The post holder will be responsible for assisting in effecting transactions in relation to the Council and its wholly owned companies' investment property portfolio contributing to their rent revenue and dealing with disposals which yield capital receipts. S/he will also impact on the budgets of major projects and the Council's major Property Disposal Programme.

CONTEXT:

The Property Planning, Highways, Procurement and Contracts Team provides a comprehensive service to all Council Services and the Council's wholly owned companies. The Postholder will play an important part in supporting this work, majoring on property but also dealing with planning and will handle his/her own case load in accordance with corporate, departmental and service guidelines, with a minimum of supervision.

In addition to the main responsibilities the Postholder will be expected extensively to assist the Principal Solicitor(Property Planning, Highways, Procurement and

Contracts) with the development of the Property Planning, Highways, Procurement and Contracts Team. This role will include elements of organising and planning the work of the Team and, particularly, the coaching, guidance training and supervision of more junior members of staff. The Postholder will be required from time to time to represent or deputise for the Principal Solicitor (Property Planning, Highways, Procurement and Contracts)) and to carry out special projects and to assist in corporate inter-service or inter-departmental projects from time to time.

In undertaking professional legal work, the Postholder will have to exercise professional skills of the highest order gained through wide experience, requiring both a depth and breadth of legal professional knowledge to an extensive degree.

In undertaking professional legal work and in giving legal advice the Postholder will have considerable autonomy, advising all levels through the organisation, including, from time to time, Corporate Directors and Elected Members with professional supervision being in the nature of ensuring that the professional role is being carried out within Corporate, Departmental and Service guidelines and in line with Council and Service objectives and the Legal Services Service Plan.

The Postholder will be called upon and have authority to take or recommend to taking of decisions which may have a significant impact on the Council's and its wholly owned companies' finances (e.g. the entering into a legal binding contract for the sale or purchase of land).

The Postholder will have authority to instruct Counsel subject to compliance with agreed service procedures.

Physical Effort: N/A

Working Environment: Normal office environment plus element of hybrid working.

Person Specification

This acts as selection criteria and gives an outline of the types of persons and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected.

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Significant experience of effecting major property work of all types with limited supervision	1, 2	Local government experience	1, 2
	Demonstrable experience of planning enforcement and drafting and negotiating Section 106 agreements, with limited supervision.	1, 2	Experience of dealing with highway (in particular s38 and s278 agreements) and compulsory Purchase matters	1, 2
	Experience of effectively managing resources to achieve value for money and provide a high-quality service.	1, 2		
Skills/Abilities	Able to demonstrate ability to undertake legal work with a minimum of supervision.	1, 2		1, 2
	Strong analytical skills with the ability to assess and evaluate business risk, and to present legal risks in the context of the client's needs.	1, 2		
	Ability to manage a mixed caseload of commercial property work that would be considered to be highly complex and/or organisationally high profile with minimum of supervision.	1, 2		
	Excellent Oral and written communication skills - able to elicit relevant information in complex situations and translate it into effective documents.	1, 2		
		1, 2		

	Decisive - ability to make decisions - render judgement and be persuasive.	1, 2		
	Ability to work in a team and provide guidance training and supervision to more junior members of the team.	1, 2		
	Competent ICT skills including basic keyboard skills, familiarity with word-processing packages, case management systems and simple databases or ability to acquire the same.	1, 2		
	Ability to represent the Council at meetings of the Executive/Committees and at meetings with other public authorities and/or external third parties and give sound legal advice.	1, 2		
Equality Issues	Knowledge and understanding of equality issues and legislation	1, 2		
Specialist Knowledge	In depth knowledge of English Law	1, 2, 3	knowledge of European Community Law	1, 2
	In depth knowledge of Property and Conveyancing Law	1, 2, 3	Knowledge Local Government Law	1, 2
	In depth knowledge of Land Law	1, 2, 3		
	Demonstrable knowledge of Planning Law	1,2,3		1, 2
Education and Training	Must be a Solicitor, Barrister or Chartered Legal Executive qualified in England and hold (or be able to obtain) a current practising certificate in England and Wales	4		
Other Requirements	A minimum of 6+ years' PQE is essential	1,2,3		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equalities Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2021)