

# Hastings Borough Council

## Job Description

### Job Title

Senior Lawyer (Property and Contracts)

### Directorate

Corporate Resources

### Grade

3

### Reports to

Borough Solicitor

### Location

Aquila House

### Purpose of the Job

To assist and support the Borough Solicitor in the continual improvement of the Borough Solicitor's Division by leading the property and contracts team. To be specifically responsible for all property transactions and contracts of higher financial value, or of greater complexity or importance to the Council.

### Main Responsibilities

- To provide legal advice and services in all types and complexities of work relating to the Council's landholding including the disposal and acquisition of commercial freehold and leasehold property and the drafting, negotiation and conclusion of leases.
- To provide legal advice and services relating to contract law and the Council's Financial Rules and Finance Operating Procedures, including legal advice to working groups set up to review procedures and establish best practice.
- To provide legal advice at relevant committee meetings of the Council, ensuring that the meetings are conducted in accordance with legislation and the council's constitution.
- To provide legal advice and services in support of the Council's Compulsory Purchase Programmes to ensure that the process is timely and to reduce the risk of legal challenge.
- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.

- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may be reasonably required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

## **Person Specification**

### **Job Title**

Senior Lawyer (Property and Contracts)

### **Directorate**

Corporate Resources

## **Essential Requirements**

### **Qualification**

1. Qualified solicitor or barrister or Legal Executive

### **Experience**

2. Three years post qualification experience of providing a legal experience
3. Experience of the law and practice relating to property or contracts
4. Experience of managing professionally qualified and other staff

### **Knowledge**

5. Knowledge of the law and practice relating to property and contracts
6. Commercial awareness
7. Working knowledge of Microsoft office

### **Personal Aptitude and Skills**

8. Excellent communication skills including drafting, negotiating skills and public speaking
9. Awareness of current developments affecting local government
10. Political sensitivity
11. Ability to handle a substantial and complex legal caseload
12. Effective time management skills
13. Ability to work under pressure and meet tight deadlines
14. Attention to detail

### **Behavioural Approach**

15. Ability to learn quickly and flexibility to take on new types and complexities of work
16. Ability to remain calm and professionally detached in all circumstances
17. Ability to work as part of a team
18. Self confident and able to inspire confidence in customers and colleagues

Further behavioural information can be found in our Management Competency Framework which is included in this pack. Interviews will include competence based questions and our managers are appraised against the framework as part of our performance management process.

### **Circumstances**

The above qualities will be assessed in the first instance on the application form and again at the interview stage if selected.

## **Desirable Requirements**

### **Qualification**

19. Law Society's Diploma in Local Government Law and Practice

### **Experience**

20. One or more of the following areas of law; compulsory purchase procedures, EU Procurement Procedures, Data Protection or any other relevant to local government
21. Experience of local government law and practice

### **Knowledge**

22. One or more of the following areas of law; compulsory purchase procedures, Data Protection, EU Procurement Law or any other relevant to local government
23. Knowledge of local government law and practice