

## LONDON BOROUGH OF TOWER HAMLETS

<b>JOB DESCRIPTION</b>		
<b>Post Title:</b> Senior Lawyer - Property	<b>Post No.</b> A200100205	<b>Grade:</b> L
<b>Directorate:</b> Governance	<b>Division:</b> Legal	<b>Section:</b> Legal
<b>Version:</b>  <b>Date agreed:</b>		<b>Have JE markings been attached?</b>
<b>Responsible to:</b> Principal Lawyer – Regeneration & Property  <b>Responsible for:</b> Junior staff as required.  <b>DBS Required?</b> No  <b>Is the post politically restricted?</b> Yes (Information on whether the post is politically restricted is available here: <a href="#">Staff services</a> > <a href="#">HR and workforce development</a> > <a href="#">People management</a> > Conduct <b>Is a Travel Allowance Payable?</b> No  <b>Does this post attract an Essential Car User Allowance?</b> No		

### **MAIN PURPOSE OF THE JOB**

To be responsible to the Principal Lawyer Regeneration & Property for the provision of high quality complex legal advice and support to the Council and external clients for the service area which the team covers.

To carry an extensive caseload of high profile, complex and sensitive matters providing the full range of Legal Services necessary in respect of the areas of work covered by the team.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. To act as a senior lawyer in a team of Lawyers primarily responsible for legal matters arising from property advice and transactions and to carry a varied, extensive and complex caseload as required dealing professionally, confidentially and sensitively with work arising within the Team to ensure the provision of a comprehensive quality legal service to the Council and any external clients.
2. To assist with the co-ordination of the day to day activities within the team ensuring all matters allocated are given the appropriate prioritisation and covering for others when required.
3. To assist the Principal Lawyer Regeneration & Property in the overall operation and development of the team and training for other officers of the Council and Members.
4. To prepare timely legal comments for committee and other papers relevant to the work of the team and provide research and guidance as required.
5. To provide innovative solutions, as necessary, to deal with complex issues of policy and strategy arising in connection with the work undertaken by the team.
6. To assist in the management of the effective use of human, financial and other resources in the team by operating within appropriate financial, management, quality and administrative systems to facilitate the efficient and cost effective operation of the Section.
7. To assist in the development and implementation of the Council's Legal Services Team Plan and assist with cross-cutting reviews and project teams to cover projects and activities relevant to the community and strategic plans delivery.
8. To assist with the implementation and monitoring of quality systems such as Lexcel and Investors in People. To participate in the achievement of the service level agreement with clients by developing and maintaining standards and objectives

9. To supervise such staff as may be required by the Principal lawyer or Head of Contracts & Commercial.

### **JOB ACTIVITIES**

10. To liaise with Directors, Departmental Service Heads and Senior Officers as necessary, involving liaising with Members and Central Government Officials.
11. To represent Legal Services at Cabinet meetings, Committees, working parties, panels and other meetings with Officers and outside bodies as necessary.
12. To research, draft and prepare leases, transfers, licences and other property documentation including Court and other legal documents appropriate to the work undertaken by the Team making effective use of IT systems and ensure the maintenance of precedent documents for the effective provisional routine and non complex work carried out by others in the team
13. To ensure appropriate advice is given in respect of the work of the team bearing in mind different local and national Government policy, legal precedent and advise where this is a conflict or impact to assist the Council in finding new solutions.
14. To ensure all decisions by officers and the Members are based on necessary delegated powers under the Constitution.
15. To attend Court and Tribunals to present and defend cases as necessary.
16. To attend and advise statutory panels and boards as and when required.
17. To determine the need for and use of external advice and/or representation at Court and Tribunals in order to properly meet the requirements of the Council and to subject to appropriate budget authority instruct accordingly ensuring the team's budget is not exceeded.
18. To ensure that all Court, Tribunal and other timetables are met, that professional standards are maintained at all times.
19. To utilise and maintain systems relevant to the use of new technology.

20. To ensure compliance with best management practice, to meet the standards of customer care and quality and to participate in the Council's performance monitoring systems and appropriate training to ensure the highest standards of the team.
21. To assist in the collection of information for performance monitoring purposes and attend any relevant meetings to discuss performance.
22. To comply with the Council's Constitution procedure rules and financial regulations

### **GENERAL TERMS**

- To promote a positive image of Tower Hamlets and represent the Council and other local partners at local and national level, where required, attending and presenting at such conferences, seminars and working parties as may be required.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme. To engage and develop all staff in the team to ensure they have clear personal development plans.
- Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- To undertake additional duties that may arise from time to time commensurate with the grade of the post.

**SPECIAL TERMS AND CONSIDERATIONS**

To work evenings and weekends as required, including attending committee meetings.

To be a Solicitor, Barrister, with degree level qualification (or equivalent).

<b>Signed by:</b>	<b>Post holder:</b>	.....
	<b>Date:</b>	.....
	<b>Divisional Director:</b>	.....

Person Specification for the Post of Senior Lawyer – Property & Regeneration		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	•		
Qualifications & Experience	•		
Leadership And Management Framework	<p><b><u>Achieving Results</u></b> <b><u>(examples provided below)</u></b></p> <p>Ability to plan, programme, deliver and monitor projects and programmes of work, in line with agreed timescales and outputs; ability to contribute to cross-service/agency projects.</p> <p>Good organisational skills and be capable of achieving agreed deadlines and targets, whilst staying motivated and focused.</p> <p>Clear verbal and written communication skills to write reports for statutory purposes, particularly case recordings.</p> <p>Ability to bring creative solutions to problems.</p>		
	<p><b><u>Engaging With Others</u></b> <b><u>(examples provided below)</u></b></p> <p>Ability to present complex issues clearly and concisely, both orally and in writing, and to develop appropriate promotional material.</p>		

	<p>Ability to develop effective partnerships within the council, with the private sector and other external agencies - both statutory and voluntary. (The post holder will seek out new initiatives for partnership working in the delivery of services in accordance with best practice and council policies).</p> <p>Able to establish positive working relationships, and work closely with elected Members, chief officers, external agencies, community groups and individuals.</p>		
	<p><b><u>Valuing Diversity</u></b> <b><u>(examples provided below)</u></b></p> <p>Commitment to the principles and practice of equality and diversity in employment and service delivery.</p> <p>Understand the relationship between housing policy and diversity issues.</p> <p>Ability to reflect diversity issues in their monitoring and evaluation work.</p>		
	<p><b><u>Learning Effectively</u></b> <b><u>(examples provided below)</u></b></p> <p>Actively pursuing Continuing Professional Development as defined by professional body.</p> <p>Committed to own learning and development.</p> <p>Able to share good practice and experience and learn from others.</p>		

<b>Additional Requirements</b>	<p><b><u>(Examples provided below)</u></b></p> <p>Willingness to work outside of contracted hours in the evenings and weekends subject to notice.</p> <p>To comply with the requirement to carry out a DBS check on this role.  <b>(Must be included if post subject to DBS check)</b></p> <p>To comply with the requirements relating to political restrictions for this role.  <b><u>(Must be included if post designated 'politically restricted')</u></b></p>		
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