

Job Description

Job Title: Principal Lawyer – Property Division
Department: Comptroller & City Solicitors
Grade: G
Location: Guildhall, City of London
Responsible to: Chief Lawyer – Property Division
Responsible for: TBC

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To undertake professional legal work relating to Commercial Property law, including charity law as well as practice affecting land held by the City of London Corporation in any capacity.

Main Duties & Responsibilities

To undertake professional legal work allocated by the Assistant City Solicitor and work unsupervised on matters relating to commercial property law and practice dealing with land transactions, including high value and complex purchases and sales, development agreements, headleases, rights of light agreements, lease restructuring (re-gear) and all aspects of commercial property work and consequential work arising therefrom.

To take responsibility for the provision of legal advice to the City Surveyor's Department and other departments including specialist legal advice in respect of complex property transactions including sales, acquisitions, developments (including title and development constraints reports and advice/resolution of any issues) negotiation and advice on headlease re-gearing and restructuring (with some understanding of related tax structuring), rights of light deeds and infrastructure projects.

To lead on property matters with other divisions in the Comptroller and City Solicitor's office such as contracts, litigation, public law, and the employment team, to bring to a coordinated conclusion in the interests of the City.

To lead and work unsupervised on transactions of high importance and complexity which involve complex negotiation and advice on various aspects often within a tight timetable including governance and delegation requirements.

To consider and advise upon any matter arising out of the ownership and management of land held by the City of London Corporation, including preparing, approving, and completing such documents as may be necessary to give effect thereto.

To research, advise and comment on committee reports on matters referred to the Property Section.

To assist the Assistant City Solicitor as and when necessary, with the supervision and management of junior staff.

To assist in maintaining good internal and external relations.

To undertake such other ancillary and occasional duties at an appropriate level as may be allocated by the Comptroller and City Solicitor or the Assistant City Solicitor - Property Division.

Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

Actively embed the values of the City of London Corporations Equal Opportunity Policy as well as the departmental Equality, Diversity, and Inclusion objectives to promote equality of opportunity in relation to the duties of the post.

Attend training courses that will improve the post-holder's ability and effectiveness to carry out their duties.

To undertake the above and any other duties that may reasonably be requested appropriate to the seniority and pay rate commensurate to the post.

Person Specification

Job Title: Principal Lawyer – Property Division

Department: Comptroller and City Solicitor

Grade: G

Trent Position number: 15B 0011/001

DBS Criterion: (delete as appropriate) No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

Qualified solicitor or barrister, with not less than 10 years' post qualification experience. (A)

Significant expertise and a high level of knowledge in all aspects of commercial property and landlord and tenant law in order to be a main point of authority in this area of the law. (A & I)

The skills and abilities to manage long-term corporate property projects, and give advice/make decisions on complex, high profile, legal, property procedures as a unique source of expertise. (A & I)

Excellent oral, analytical and written communications skills as well as negotiating skills. (A & I)

The skills & abilities to build excellent working relationships & continuously engage all key players & stakeholders in key service & organisational strategies and plans. (A & I)

The skills & abilities to understand, interpret, analyse & utilise the underlying political/cultural drivers behind other people's behaviour, sharing such analysis with others (I)

Experience Required

Significant post-qualification experience and a high level of knowledge in all aspects of commercial property law, landlord and tenant law, including complex and high-profile transactions such as sales and purchases, ground leases and development agreements.

Significant specialist experience in two or more of the following: property transaction taxes (VAT/SDLT), rights of light, development and infrastructure projects (planning), open spaces and commercial ground leases.

Experience of establishing and managing successful partnerships with other departments, providers or contractors.

Other Relevant Information

Very good understanding and appreciation of Local Government law and procedure.

Experience of dealing with high value and/or complex transactions, and property development and associated work.

A willingness to undertake appropriate management training

Excellent skills in legal research and analysis, and in communicating advice appropriately.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £66,190 - £75,010 inclusive of London Weighting. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation. This post also attracts a Market Forces Supplement of up to £10,150.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 9:15am – 5:00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation



Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.