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| **JOB DESCRIPTION** |

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| **Job Title:** | Principal Property & Regeneration Solicitor | **Job Number:**  (Official use ONLY) | TBC |
| **Department / Service:** | Legal | **Main location:**  (i.e. where primarily based) | Council Offices, Farnborough Road, Farnborough GU14 7JU |

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| **Hours of Work:** | Full time 37 hours – fully flexible/agile/part-time working considered. Job share may be possible. | **Post Restrictions:**  (e.g. politically restricted and/or sensitive) | Yes |
| **Grade & Salary Band:**  (where appropriate) | Up to £46,552 plus Market Supplement  20/21 Pay Award Pending | **Regulated Activity:**  (i.e. DBS check required) | No |

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| **Job Purpose:**  (i.e. Context & summary of why the role exists) | *Provide high level legal expertise to support delivery of ambitious town centre regeneration plans and legal work arising from commercial income-generating property portfolio that maximises investment opportunities* |

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| **Accountabilities** | |
| 1 | As the Council’s senior legal lead on property, to provide specialist and technical legal advice on high-profile and transformational projects linked to the Council’s growing property portfolio and regeneration agenda |
| 2 | Handle a large caseload of complex and strategically important projects, working collaboratively with colleagues across the organisation to deliver at pace |
| 3 | Where appropriate, instruct external law firms to act on behalf of the Council, acting as the single point of contact and ensuring Rushmoor gets value for money |
| 4 | Produce legally comprehensive advice, in language accessible to a range of audiences, and offer risk-assessed solutions |
| 5 | Assist the Corporate Manager – Legal Services in managing the property and regeneration workload of colleagues |
| 6 | Support the Corporate Manager – Legal Services in the development of the capacity of the property lawyers in the legal services team, providing advice, support and mentorship and acting as a role model |

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| **Other Accountabilities** | |
| 1 | Inspire a shared purpose through demonstrating commitment to the Council’s behaviours framework |
| 2 | Ensure that service delivery complies with current regulations, accepted professional standards, the council’s policies and procedures, and current legislation, including that covering data protection, health and safety, safeguarding children and vulnerable adults, and equalities. |
| 3 | Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work. |
| 4 | Deputise for the Corporate Manager – Legal Services as required |
| 5 | Contribute to measures that help meet our commitment to tackling climate change and environmental issues |
| 6 | Undertake any other duties that are commensurate with the requirements of the post |

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| **Staff Reports & Responsibilities** | | | |
| **Reports** | **Title(s) or staff number** | **Grade** | **Level of mentoring, supervision and/or responsibilities** |
| **Responsible to** | Corporate Manager - Legal | 7 |  |
| **Responsible for** | Work allocation and professional mentoring of property lawyer and trainee legal executive as well as supporting and guiding our trainee solicitor. | 5 & 4 |  |

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| **PERSON SPECIFICATION** |

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| **Education, Training and Qualifications** | | |
|  | **(E)ssential** or **(D)esirable** | **How Assessed**  (i.e. **(A)**pplication form / **(I)**nterview / **(T)**ests or **(App)**raisal) |
| Degree level qualification and relevant professional qualification | **E** |  |
| Evidence of, and commitment to, continuous professional development | **E** |  |

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| **Knowledge and Experience** | | |
|  | **(E)ssential** or **(D)esirable** | **How Assessed**  (i.e. **(A)**pplication form / **(I)**nterview / **(T)**ests or **(App)**raisal) |
| Detailed post qualification knowledge of land law and commercial conveyancing | **E** |  |
| Experience of developing and sustaining collaborative and successful relationships with colleagues, stakeholders and key partners | **E** |  |
| Post qualification experience of delivering commercial property and regeneration projects | **E** |  |

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| **Skills, Abilities and Behaviours** | | |
|  | **(E)ssential** or **(D)esirable** | **How Assessed**  (i.e. **(A)**pplication form / **(I)**nterview / **(T)**ests or **(App)**raisal) |
| Able to challenge appropriately and effectively, recognising the perspectives of others | **E** |  |
| Demonstrates customer centric thinking, skills and behaviours and ability to motivate others to develop those skills and behaviours | **E** |  |
| Able to deliver results under pressure and at pace, adhering to deadlines, holding self and others to account, and communicating progress | **E** |  |
| Demonstrates innovative and creative thinking, including acting commercially where appropriate | **E** |  |
| Agile, courageous and resilient, with the ability to deal with the complexity and pace required by the role | **E** |  |
| Proficient in use of technology and ability to work on all aspects of documentation in an Office 365 environment | **E** |  |
| Able to write clear, concise reports that summarise the essence of complex issues and reach well-argued conclusions and recommendations | **E** |  |

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| **Other Requirements** | | |
|  | **(E)ssential** or **(D)esirable** | **How Assessed**  (i.e. **(A)**pplication form / **(I)**nterview / **(T)**ests or **(App)**raisal) |
| Actively role models the Rushmoor Behaviours and commits to creating a positive, inclusive and diverse culture | **E** |  |
| Able to attend out of hours meetings, events and activities, as required | **E** |  |

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| **ORGANISATIONAL STRUCTURE & POSITION** |

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This role will report to the Corporate Legal Services Manager

