

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**JOB TITLE:** P/T Lawyer (Property and Commercial)

**REFERENCE NO:** CE208

**SALARY SCALE:** PO6-9 (scp 36-39) £45,718 to £48,710 per annum pro rata

**HOURS OF WORK:** 18.5 Hours Per Week

**POST NO:** E205

**SERVICE AREA:** Legal Services

**RESPONSIBLE TO:** Head of Legal and Democratic Services

**RESPONSIBLE FOR:** -

**JOB PURPOSE:** To provide professional legal services to the Council.

## KEY RESULT AREAS:

- To undertake a wide range of legal work and be the Council's principal adviser in respect of commercial and non-commercial property (leasehold and freehold), regeneration projects, planning, contracts, and any other work related to the Council.
- To carry out all associated work, including researching, analysing, and formulating advice on the law, policy, guidance, procedure, and governance, drafting documentation, conducting negotiations, and concluding transactions.
- To handle complex property transactions.
- To draft section 106 Agreements under the Town and Country Planning Act 1990 and other statutory agreements and/or notices.
- To provide legal advice and support on the procedure for and preparation of procurement exercises including tender documentation and contracts, ensuring compliance with the Council's constitution, standing orders and financial regulations and the public contracts regulations.
- To advise and assist with the interpretation of contracts and deeds, contract disputes and arbitration, the termination of contracts, novation agreements, bonds, charges and securitisation as required.
- To draft contracts based on the Council's standard conditions or other industry standard documents.
- To draft and settle/ amend a wide range of legal and other documents.

- To review and interpret new legislation, case law, policy, guidance, procedure etc and to advise on the anticipated impact on Council services/ the Council as a whole.
- To attend various committee meetings.
- To handle financial aspects of transactions.
- To identify the needs of client departments and communicate in an appropriate way to ensure that progress is made in achieving the objectives of the Council or any other scheme or matter in which the postholder is involved.
- To be a representative of Legal Services at Working Groups connected with areas of council work which require an input from Legal Services in relation to the range of work carried out by the postholder.
- To keep up-to-date with developments in the law relevant to the post.
- To attend training identified as necessary to undertake current and future job requirement.
- To supervise and co-ordinate the work of the Legal Assistant (including debt collection and information law).
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- Demonstrates a strong commitment to delivering a high standard of service with an emphasis on quality at all times.
- To promote and comply with our obligations under the Equality Act 2010 and Ribble Valley Borough Council policy on health and safety, both in the delivery of service and the treatment of others.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

**Signed**

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**Date**

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**Name (Print)**

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# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
Qualified Solicitor with Practising Certificate or Fellow of Chartered Institute of Legal Executives.		Application Form/ Interview
<b>Knowledge/Experience</b>		
Significant recent experience of conveyancing and property related transactions (as detailed in the job description).		Application Form/ Interview
Experience of contract law and procurement.		Application Form/ Interview
Detailed knowledge of the law, theory and practice of Land law and property.		Application Form/ Interview
Detailed knowledge of the law, theory and practice relating to Section 106 agreements.		Application Form/ Interview
Knowledge of the law, theory and practice of Contract Law, Procurement and civil litigation.		Application Form/ Interview
Knowledge of the law, theory and practice of Information Law, including Freedom of Information, Environmental Protection Regulations.		Application Form/ Interview
Effective written and oral communication skills.		Application Form/ Interview
Awareness of political sensitivities and the aims of the Council.		Application Form/ Interview

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TO BE IDENTIFIED BY</b>
<b>Knowledge/Experience</b>		
Ability to participate in multi-disciplinary groups and pro-actively co-ordinate work in the context of property transactions.		Application Form/ Interview
Ability to draft a wide range of documents, including property related documents.		Application Form/ Interview
Ability to negotiate successfully on behalf of the Council.		Application Form/ Interview
Ability to advise at Committee meetings.		Application Form/ Interview
A demonstrable commitment to training and continued personal development relevant to the post.		Application Form/ Interview
Ability to motivate and co-ordinate the work of the legal services team to achieve targets.		Application Form/ Interview
Proficient in Microsoft applications e.g. Word, Outlook, Excel, Teams etc.		Application Form/ Interview
	Experience of managing staff.	Application Form/ Interview
	Experience of Information Law.	Application Form/ Interview
	Experience of advising at committee.	Application Form/ Interview
<b>Additional</b>		
Confident and competent when dealing with Officers, members of the Public and Councillors.		Application Form/ Interview
Conscientious and methodical approach to work.		Application Form/ Interview
Self-disciplined and organised.		Application Form/ Interview
Flexible approach to work and willing to assist others.		Application Form/ Interview
Problem solving skills.		Application Form/ Interview