



<b>Job description</b>	
<b>Job title</b>	<b>ASSISTANT SOLICITOR/LAWYER (MDT PROPERTY)</b>
<b>Grade</b>	<b>Q</b>
<b>Directorate</b>	<b>RESOURCES</b>
<b>Section/team</b>	<b>LEGAL SERVICES</b>
<b>Accountable to</b>	<b>PRINCIPAL SOLICITOR/LAWYER (CORPORATE SERVICES), SENIOR SOLICITOR LAWYER (LAND AND PROPERTY) AND HEAD OF LEGAL SERVICES</b>
<b>Responsible for</b>	<b>NOT APPLICABLE</b>
<b>Date reviewed</b>	21.02.2023

### **Purpose of the Job**

The Knowsley Legal Services Land and Property Team provides an enhanced service and dedicated resource to the Council's key clients including the Council's Major Development Team and Assets Team.

The Major Development Team is responsible for the delivery of the Council's pipeline schemes for housing, transport and economic development, the delivery of regeneration and economic revival in the Borough's three Town Centres and delivery of the nine sustainable urban extensions for housing and employment.

In November 2019 the Council acquired the freehold land interests of a key landowner in Kirkby town centre and as a consequence significantly increased its commercial retail property estate. The Council has contracted with a strategic asset manager to manage the Kirkby town centre on its behalf. The legal work arising from that estate is to be delivered in-house within the Land and Property team in Legal Services.

Your primary role will be to liaise with and receive instructions from the Council's appointed strategic asset manager and deliver a property law and conveyancing service to the Council for the new Kirkby town centre estate. Supplementary to that you will be expected to undertake commercial property work for the Council generally.

You will play a key role within the Knowsley Legal Services Land and Property Team and will have a strong relationship with the Major Development Team as your key internal client and will be primarily responsible for ensuring the



delivery of a high quality property legal advice and support service primarily in respect of the new Kirkby town centre estate but also on such other projects as the Major Development Team and/or as the Land and Property Team require.

### **Duties and Responsibilities**

1. To develop, monitor and provide efficient and effective legal services to meet the needs of the Council with previous experience in most, if not all of the following:
  - Landlord and tenant transactions;
  - Disposals and purchases both leasehold and freehold;
  - Dilapidation claims;
  - Leases, licences and service of notices;
  - Land and property development agreements;
  - Advising on development projects;
  - Advising on subsidy control in so far as it relates to property transactions; and
  - General advice on miscellaneous land and property matters.
2. To provide high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal clients of Legal Services, primarily relating to significant property related work, regeneration projects and other development related functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation but also to include such other matters as the post holder may be assigned from time to time.
3. To have care and conduct of a caseload of complex property related matters.
4. To ensure the allocated caseload is managed in accordance with established practice guidelines.
5. To advise on the initiating and making of other associated appropriate applications relating to this area of work.
6. To represent the Council and/or Legal Services and attend and advise at multi-disciplinary team meetings, client interface meetings and such other working groups and/or corporate groups as may be considered necessary and appropriate to support the client in the exercise of its functions.
7. To appear on behalf of the Council as an advocate in a relevant court as appropriate on property related matters or any other matter allocated by the Principal Solicitor or Senior Solicitor.



8. To instruct Counsel to advise, act or appear on behalf of the Council as and when appropriate and required.
9. To provide advice in relation to all duties and functions of the Council in so far as it relates to property related matters.
10. To direct and supervise as appropriate the work of more junior members of the Land and Property Team, to include allocation of work, checking quality of work and providing, where appropriate, on the job training.
11. To provide training for Elected Members and any service of the Council and/or any external client of Knowsley Legal Services or a Council partner as may be required.
12. To operate and/or undertake such systems and procedures as are deemed necessary for the effective provision of the service including those relating to the maintenance of case management information and Land and Property Team budget monitoring.
13. To keep and maintain appropriate legal records, including time recording.
14. To ensure compliance with the Law Society's professional standards for Solicitors (where appropriate) and the Council's own internal policies, rules and procedures.
15. To carry out such other duties and responsibilities appropriate to the post as may be determined.
16. To support the Council's pursuit of greater collaboration and co-operation (including shared services) between local authorities including the carrying out all of the duties and responsibilities set out above for another local authority in accordance with terms agreed by and under the supervision of the Senior Solicitor.

This is not a comprehensive list of all of the duties and responsibilities which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and flexibility is required in terms of responding to changing demands in the team or in the workload of Legal Services.

#### **Health and Safety**

- To use office equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.



### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.