

Oxford City Council

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Role Profiles

Role information

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|--------------------------------------|--|----------------------|-------------|
| Job Title | Lawyer (Commercial Property and Regeneration) | Position Number | HR use only |
| Position type | Permanent | Hours | 37 hours |
| Grade and Salary Range | G11: £59,622 to £61,691 per annum | | |
| Location | Oxford / Work from home | | |
| Service Area / Directorate | Law and Governance | | |
| Responsible To | Lawyer Team Leader (Major Projects, Property, and Contracts) | No. of employees | N/A |
| Budget (£) | N/A | Assets | N/A |
| Rehabilitation of Offenders Act 1974 | Not Exempt | Additional Screening | N/A |
| Candidate Screening | Not required | | |
| Political Restriction | This post is politically sensitive | | |

Role purpose

- To deal with commercial property and regeneration matters for the Council, including transactions of strategic importance and to advise the Council or its companies as appropriate.
- To advise on and undertake property work relating to the Council's wholly owned housing development company, to include the negotiation and drafting of sale agreements, development obligations, transfers, easements and utility agreements.
- To undertake detailed and complex reports on title and relevant searches across development schemes and project proposals.
- To advise on and assist in the process for the compulsory purchase of land, land appropriation and all related property matters.
- To handle some of the more complex acquisitions and disposals of land and property and all associated non-contentious work arising out of the council's residential and commercial property portfolio including leases, licences, deeds and agreements.
- To work in partnership as appropriate with external bodies and advisors on major development and other regeneration projects and where required, to assist with the selection and appointment of external legal advisers and to monitor their performance during the course of the project or transaction.

- To work collaboratively with all members of the Law and Governance Service to deliver excellent quality services across the full range of functions provided by the Service.

Role responsibilities and main duties

- To perform in an effective, timely, courteous, professional and flexible manner the duties of a qualified lawyer.
- To provide efficient, effective and pragmatic legal advice and assistance to the Council, the Council's companies and other clients.
- To personally represent the Council and other clients before the courts, tribunals and public inquiries in matters as required.
- To handle a broad range of property transactions as and when required by your line manager in order to support legal services colleagues and the various client departments.
- To work effectively with officers and members of the Council and with other clients as required.
- To attend and provide legal advice and assistance to officer and member meetings (including evening meetings) of the Council and other clients.
- To draft and negotiate the full range of legal documents without supervision.
- To contribute effectively to the implementation, development and maintenance of the Lexcel Practice Management Standard (including the Quality Manual) and to other quality assurance programmes, including Investors in People and Customer Service Excellence, across the Service.
- To use effectively the Legal Services case management system (including the full suite of modules and time recording tools) the deeds management system and other corporate and local systems and applications.
- To promote the Service and seek opportunities to do legal work for external clients.
- To support, mentor, coach, supervise and generally develop legal colleagues in relevant legal work as may be required.
- To prepare and approve reports for Officers and Members of the Council where there is a requirement.
- To contribute to effective decision making and governance arrangements within the Council.
- To support proactively continuous corporate and service improvement.
- To act as an ambassador for the Council and the Law and Governance Service.
- To contribute to corporate and service projects as required.
- To contribute to recruitment, induction and performance management as required.
- To deputise for Legal Services Team Leaders, the Legal Services Manager and the Head of Law and Governance as required.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

| Essential Criteria | A | I | T | D |
|---|----------|--------------------------|--------------------------|--------------------------|
| Qualified Solicitor or Barrister or Fellow - Chartered Legal Executive | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | ✓ |
| Considerable post qualification experience and an up to date knowledge of the law and practice relating to commercial property, residential property and regeneration and other relevant legal work | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Excellent track record of competently performing a broad range of commercial property and regeneration work (including complex and high profile matters) with minimal supervision | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Proven ability and experience of successfully negotiating and drafting the full range of relevant legal documents without supervision | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Ability to work in partnership and as part of multi-disciplinary project teams with colleagues, external organisations and councillors and to foster good working relationships at all levels | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Considerable experience of providing legal advice reports and in providing legal advice to local authority member and officer meetings or equivalent | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrate experience of case supervision and/or people supervision | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Excellent written and verbal communication and skills | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Ability to work under pressure and to deliver good quality work to tight deadlines | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability and willingness to attend Committee meetings and other evening meetings (including outside the area) | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of extensive continual professional development and implementation of learning | ✓ | ✓ | <input type="checkbox"/> | ✓ |

| Desirable Criteria | A | I | T | D |
|--|----------|----------|--------------------------|--------------------------|
| Experience of providing commercial property and regeneration legal advice in a local authority setting | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Experience of providing legal advice to companies or other corporate bodies | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Experience of coaching and mentoring colleagues/line management | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Experience of using IKEN or other legal case management systems | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Experience of working to Lexcel or a comparable quality standard | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| An up to date knowledge of other areas of local authority legal work | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Diploma in Local Government Law | ✓ | ✓ | <input type="checkbox"/> | ✓ |

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.