

Role Profiles

Role information

Job Title	Major Projects Lawyer	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	G11: £59,622 to £61,691 per annum - (pro rata for part time) plus market Supplement of £7,000 - £14,000 DOE, fixed for 2 Years		
Location	Oxford / Working from Home		
Service Area / Directorate	Law and Governance		
Responsible To	Team Leader Lawyer: Major Projects, Contracts & Property Team	No. of employees	0
Budget (£)	0	Assets	0
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 provide comprehensive legal advice, assistance and representation to the Council generally, and where appropriate it's Companies, and, in particular, in relation to the Council's extensive property portfolio and large scale land transactions and major redevelopment and/or regeneration projects.
- To undertake the legal work required in connection with major redevelopment and/or regeneration projects promoted by the Council to include the provision of legal advice at all levels.
- To advise on legislation affecting land and property and to ensure compliance with all requisite internal and external Council procedures (including the constitution) particularly in relation to the exercise of its statutory duties and powers in relation to land related matters.

Role responsibilities and main duties

- To provide comprehensive legal advice, assistance and representation to the Council generally and, in particular, in relation to the Council's extensive property portfolio and large scale land transactions and major redevelopment/regeneration projects.
- To undertake the legal work required in connection with major redevelopment/regeneration projects promoted by the Council to include the provision of legal advice at all levels.

- To advise on legislation affecting land and property and to ensure compliance with all requisite internal and external Council procedures (including the constitution) particularly in relation to the exercise of its statutory duties and powers in relation to land related matters.
- To advise the Council and its Officers as required on all dealings with or reviews of the Council's property portfolio and the legal aspects of any proposed property development and/or regeneration
- Deal with all legal aspects of the major projects related transactions and ensure that all such work is completed in a timely and efficient manner. This may also include, land appropriation, compulsory purchase order management, restrictive covenants review, licenses, master developer, leasehold/freehold and bye law considerations.
- Demonstrate a level of understanding regarding joint ventures and company law which can provide assurance to client teams, members and officers.
- In consultation with the Lawyer Team Leader and the Legal Services Manager provide appropriate challenge with instructing Services across the Council to ensure that the Authority, its companies, officers and councillors are legally compliant and good governance prevails.
- Working with colleagues across the Council to deliver effectively and efficiently joined up programmes, projects, policies and initiatives.
- Establishing and maintaining effective working relationships with elected Councillors, internal and external partners and stakeholders and with client departments.
- Keep up to date on relevant new legislation, case law, codes of practice, policy and guidance and disseminate appropriate learning to team members
- To perform in an effective, timely, courteous, professional and flexible manner the duties of a qualified lawyer
- To attend, provide legal advice and assistance to and prepare reports for officer and member meetings of the Council and other clients
- Providing legal advice to the Council, the Cabinet, committees, sub committees, panels and working groups; including the obtaining of external legal advice and opinion, where appropriate.
- To assist the team and line management in establishing and reviewing systems and procedures, including the preparation of precedents and checklists and standard forms where required
- To contribute to effective governance arrangements within the Council
- To deputise for the Team Leader Lawyer, Legal Services Manager and/or Head of Service as and when required.
- Instruct and liaise with external organisations including Government Departments and other agencies in relation to the exercise by the Council of its various functions and responsibilities.
- Ensure representation (personally or through external legal advisers) at differing stages of the project as may be required by line management.
- To proactively support continuous corporate and service improvement
- To act as an ambassador for the Council and the Law and Governance Service and represent the Council at appropriate meetings.
- To contribute to corporate and service projects as required
- To be committed to the Visions, Strategic Plans and policy frameworks of the Council
- To use and assist others to use information technology systems including the case management system (Iken) and to carry out duties in the most efficient and effective manner.
- Representing the Council before the courts, tribunals and public enquiries as required.
- Representing the line management as required by attending, providing legal advice and assistance to and preparing reports for Council, Cabinet, Committees, working parties, public meetings and officer working groups and other meetings.
- To undertake any training and development as required; to provide training and development to other members of the team and internal client departments.

Generic Responsibilities

- To provide the service in accordance with the Council's Vision, Corporate Plan and Service Transformation Plans

- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To participate in the adoption and promotion of the Council equalities and carbon management initiative
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested including outside of office hours

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 of the Institute of Legal Executives or eligible to be admitted as a Fellow	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Considerable post qualification experience and an up to date knowledge of the law and practice relating to major regeneration projects including property law, and if possible planning law, contract and company law, commercial law as well as a broad understanding of local government law.	✓	✓	✓	<input type="checkbox"/>
Experience and an in-depth knowledge of major regeneration projects, as well as related commercial matters and other relevant legal work.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven experience of negotiating and drafting a full range of relevant legal reports/documents such as legal strategic plans	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work without supervision both autonomously and as part of a multi-disciplinary project team and to foster and maintain excellent working relationships with colleagues, external organisations and councillors	✓	✓	✓	<input type="checkbox"/>
Experience of providing complex legal and procedural advice, demonstrating excellent business acumen, at Board level and to agents and other internal and external stakeholders.	✓	✓	✓	<input type="checkbox"/>
Excellent written and oral communication	✓	✓	✓	<input type="checkbox"/>
Experience of working under pressure and to tight deadlines and to deliver good quality work against agreed priorities	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Experience of dealing with all legal aspects of major project related transactions such as land appropriation, restrictive covenants review and leasehold/freehold considerations.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
A willingness to contribute to new ways of working and other change initiatives	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria

A I T D

	A	I	T	D
Experience of providing regeneration legal advice in a local authority setting	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Previous experience of line management or supervision	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Previous experience of coaching and mentoring colleagues	✓	✓	<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"/>

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.