

JOB SUMMARY

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| Post Title | Property Lawyer | | | | | | |
| Job Family | Business support | Pay Range | 12 | Line Manager to others? | No | Role profile ref | BS12 |
| Service Area | Property and Contracts legal team | | | | | | |
| Line Manager | Principal lawyer – Property and Contracts legal team | | | | | | |
| Location | Legal Services, County Hall, Newport, Isle of Wight | | | | | | |

Job Purpose

To undertake on behalf of the Council such advice and representation relating to property and such other legal matters as may be allocated by the Principal Lawyer or Strategic Manager.

- Job Context**
1. To develop and maintain a skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed on property and planning related matters.
 2. To offer a flexible, professional and innovative advisory service to the Council and resolve issues when appropriate on all property and planning related matters and to ensure compliance with statutory duties and obligations and to protect the best interests of the Council.
 3. To draft and review transfers, leases, licences, s106 agreements and other property and planning related agreements.
 4. To represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.
 5. To achieve and maintain good working relationships with internal and external clients and other staff.
 6. To maintain clear and accurate records.
 7. To contribute to the development, training or mentoring of colleagues where required.
 8. To assist the team manager in developing policies and procedures that supports service delivery and the overall aims of the team.
 9. To advise on reports and governance arrangements and attend at such committees/meetings as required by the team manager and to carry out such duties commensurate with the post as the team manager or strategic manager may reasonably require.

| Knowledge, Skills and Experience | | | |
|---|--|------------------|------------------|
| Role Profile requirements | Job specific examples | Essential | Desirable |
| Significant and substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation. | Experience of drafting property and planning related documents including transfers, leases, licences and s106 agreements and experience in advising and negotiating on the same. | | x |
| Experience of working within the legal services profession with appropriate skills and knowledge that can be | | x | |

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| utilised in this role. | | | |
| Authoritative knowledge of relevant policy, work practices, professional guidelines, legislation and a good understanding of emerging developments within the specialist area through continuing professional development. | | x | |
| Proven initiative and judgement to research, identify and resolve problems. | | x | |
| Excellent interpersonal, persuasion, influencing and negotiating skills. | | x | |
| Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure. | | x | |
| Ability to keep clear and accurate records. | | x | |
| Qualifications | | | |
| Role Profile requirements | Job specific examples | Essential | Desirable |
| Relevant professional / vocational qualification. | Fellow of the Chartered Institute of Legal executives (FCILEX), barrister or solicitor. | X | |
| Professional registration may be required. | Hold a current practicing certificate. | X | |