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| **Post Title:** Property Lawyer | **Grade:** PT6  |
| **Department:** Chief Executive | **Division/Section:** Legal Services |
| **Post No:** 9728 | **Reports to:** Deputy Principal Lawyer, Property Team  |

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| **MAIN PURPOSE:** * To support the Principal Lawyer and Deputy Principal Lawyer in ensuring that the Council receives an efficient, cost-effective and high-quality property and regeneration related legal advice in all matters relating to property law and practice.
* To undertake conveyancing and property work including: the acquisition and disposal of land, business and residential leases, landlord and tenant matters, development schemes and agreements, housing enabling work and assets of community value nominations and dealing with promoting Compulsory Purchase Orders and Appropriations for Planning Purposes in Council Regeneration schemes.
* To take on duties depending on experience and grade of appointment as allocated by the Principal Lawyer and Deputy Principal Lawyer.
* To ensure that all such work is carried out to the requirements of the relevant clients and appropriate professional standards.
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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:** 1. To manage own caseload of complex, sensitive and high value transactions with minimal supervision at the higher quartile of the grade.
2. To lead on drafting property contracts, leases, licences, and transfer deeds.
3. To assist with and provide prompt, clear and accurate written and verbal advice in this specialist field to officers and elected members
4. To attend, and support, committee meetings and working parties, as required by the Principal Lawyer.
5. To contribute to the effective performance of Legal Services, in particular:
* Keeping manager informed of any challenges and issues in a timely and constructive manner,
* Supporting other members of the team,
* Assisting in the provision of statistical information to help the department monitor its service delivery.
1. To identify and address matters with corporate governance, propriety, or probity implications, reporting them to the Director/Monitoring Officer and Assistant Director as necessary.
2. To build and maintain effective working relationships with client departments, elected members, and other internal and external stakeholders.
3. To contribute positively towards the successful attainment of the transformation of the Legal Services, contributing to modernisation initiatives and digital transformation.
4. To work flexibly in undertaking duties and responsibilities and to participate as required in carrying out department projects and cross- council groups and inter-departmental projects.
5. To participate positively in the Council’s performance appraisal and personal development process, in order to develop and enhance personal performance and service delivery.
6. To promote an inclusive culture and adhere to the Council’s policies on equality, diversity, health and safety, data protection and financial regulations, and undergo such taring as may be required.
7. To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Service.
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| **CONTACTS AND RELATIONSHIPS:** * Team members
* Officers of the Council
* Elected members
* External stakeholders.
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| **MANAGEMENT AND LEADERSHIP:** * Delivery of own caseload to service level agreements.
* Take personal responsibility for own development and performance management
* Understand and act in accordance with Bromley REAL values.
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| **EQUALITIES:*** Implementation of the Council’s equal opportunities, diversity and inclusion policies and its statutory responsibility with regard to residents and service delivery.
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|  | **Date** | **Name** |
| 1. Date drawn up | 20 May 2025 | Dennis Macharaga |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated |  |  |

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| **Post Title:** PropertyLawyer | **Grade: PT**6 |
| **Department:** Chief Executive’s | **Division/Section:** Legal Services |
| **Post No:** 9728 | **Reports to:** Deputy Principal Lawyer, Property Team |

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| **SKILLS & ABILITIES*** Strong interpersonal and communication skills (both written and verbal).
* Ability to build effective relationships with Council officers, external stakeholders and other legal
* team members.
* Can handle a varied and heavy caseload and can perform effectively under pressure.
* Self-reliant, can work effectively on own.
* Good team player, support others and has a strong desire to achieve the overall team goal.
* Be able to deal effectively with a range of people from different backgrounds using clear, concise, modern and authoritative communication skills.
* Positive and flexible approach to work and able to undertake work outside of responsibilities during busy periods.
* Analytical and creative approach to problem solving and decision making.
* Confident digital/IT skills and able to use electronic time recording and case management systems.
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| **KNOWLEDGE*** Knowledge of one or more of the areas of law undertaken by the team.
* In-depth and specialist knowledge of a particular field (essential for PT6). Broad knowledge of local government law, data protection law, Freedom of Information Act
* Knowledge and appreciation of the workings of local government and the political process that underpins it.
* Willingness and aptitude to expand into new areas of law.
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| **EXPERIENCE*** Experience in local government is essential.
* Substantial experience in acting on complex and high value property and regeneration transactions (including landlord and tenant transactions) carried out by the Property and Regeneration Legal Team.
* Successful track record and desire to carry out property and regeneration work.
* Proven drafting skills to produce clear and concise property documents using modern precedents.
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| **QUALIFICATIONS**Qualified Barrister, Solicitor or FILEX (or equivalent) with a practising certificate. |

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| **SPECIAL REQUIREMENTS**Act as Fire Warden, ad hoc attendance at evening meetings if required. |