

## **Job description**

### **Lawyers (Property and Commercial)**

### **Band 5 (Career Progression) or Band 6 (Qualified)**

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between manager and employee. Offices available to work in are both council's premises at West Suffolk House, Bury St Edmunds, and Mildenhall Hub, Mildenhall. You may reasonably be required to work at any other of the council's or stakeholder's premises as required to meet the needs of the service.

## **Job purpose**

- Supporting the Service Manager (Legal Service) and the Legal Business Partners within the commercial and property teams.
- Managing a caseload (dependent on role) dealing with all aspects of property matters, project work, development agreements, agreements for lease, renewable energy, option agreements, exclusivity agreements, leases, (both residential and commercial), power purchase agreements, contracts, development projects, filing returns at HMRC and Land Registry matters.
- Developing and maintaining working relationships with officers and members
- Providing advice to officers and members on statute, case law and policy

## **Tasks required by the job**

Working as a legal practitioner to implement and deliver services to the councils including:

- Explaining the law and providing specialist legal advice, guidance and solutions to the organisation, managers and elected members.
- Ensuring the organisation complies with current legislation and best practice.
- Attending meetings (including those occasionally held outside of normal office hours) of members, officers and/or external bodies to advise on legal issues, governance and procedure.
- Researching, evaluating and gathering evidence.
- Analysing, drafting and advising on legal documents.
- Attending internal and external training opportunities.
- Ensure compliance with relevant legislation, local government procedures, and best practice.
- Contribute to the development of internal policies, templates, and training for colleagues

#### **Dependent on role with opportunities for flexibility:**

- Provide legal support on development agreements, JCT contracts, NEC and collateral warranties.
- Support major regeneration and development projects, including land acquisition, disposal, and joint ventures.

- Deliver clear, pragmatic legal advice to internal stakeholders on contractual matters, procurement, subsidy and risk management.
- Negotiate and manage complex commercial property transactions on behalf of the authority.

Carrying out other duties commensurate with the grade as reasonably required by the Service Manager (Legal Service) and Legal Commercial and Legal Property Business Partners.