

Dover District Council

# Property Lawyer



Candidate Pack

October 2025



# A great place to live, work, learn, visit and invest.



## Welcome

### A message from the Chief Executive

Thank you for your interest in joining Dover District Council. At Dover, we are committed to delivering high-quality services that make a real difference to our communities. Our work in social housing is at the heart of this mission, helping people find safe, affordable homes and supporting them to build better futures.

As we continue to expand our shared ownership and affordable housing offer, we are seeking a talented and experienced Property Lawyer to join our team. This is a pivotal role, providing expert legal advice and support on all aspects of property law, with a particular focus on social housing and shared ownership schemes.

You will be joining a council that values innovation, collaboration, and integrity. We are proud of our achievements in regeneration, sustainability, and community wellbeing, and we know that our people are key to our success. If you are passionate about making a positive impact and have the expertise we need, we would love to hear from you.



**Nadeem Aziz**  
Chief Executive





## Job Description

**Job Title:** Property Lawyer

**Reports to:** Legal Services Manager

**Grade:** E

**Direct Reports:** This role could include line management responsibility

**Office Based:** Yes, Hybrid by negotiation

Due to the nature of the role, this is a politically restricted post

## Job Purpose

As Property Lawyer, you will provide high-quality legal advice and support to the Council, with a particular emphasis on social housing, shared ownership, and affordable housing transactions.

You will ensure that all property matters are managed efficiently, lawfully, and in line with best practice, supporting the Council's ambition to deliver excellent housing services and outcomes for residents.

## Key Responsibilities

- Advise on all aspects of property law relating to affordable and social housing, including, but not limited to:
  - all aspects of shared ownership sales, including stair casing and advising on the capital funding guide.
  - residential conveyancing matters including (but not limited to) sales of Council property and acquisitions, to include drafting and negotiation of the necessary documentation.
  - advising on and drafting appropriate documents in relation to residential leasehold sales and/or extensions.
  - multiple off the shelf/turnkey acquisitions on larger development sites.

*(Continued over)*

- investigating and drafting reports on title of registered land and unregistered land.
- advise on the validity and enforceability of covenants and other rights/obligations affecting land.
- attend to all post-acquisition requirements including registration and SDLT.
- undertaking research and preparing advice on various commercial and or residential property matters, when requested to do so.
- advising on commercial landlord and tenant issues, and to draft, negotiate and complete leases, licences and such other legal documents as appropriate.
- advise on reports for cabinet.
- sit on project teams and working groups and advise the same.
- give clear and concise written and oral advice to officers and members.
- effective management of your own case load including using the Council's electronic filing and document management system.
- Support the Council's housing and regeneration projects, providing clear, pragmatic legal advice to colleagues and stakeholders.
- Manage property transactions from inception to completion, ensuring compliance with statutory and regulatory requirements.
- Represent the Council in negotiations with external partners, developers, and statutory bodies.
- Keep up to date with changes in property and housing law, ensuring the Council's policies and procedures remain compliant.
- Provide training and guidance to colleagues on property law matters, particularly in relation to social housing and shared ownership.
- Contribute to the continuous improvement of legal services, identifying opportunities for innovation and efficiency.
- Undertake such other duties as may reasonably be required in accordance with the needs of the Council.

## Person Specification

### Essential criteria:

- Qualified Solicitor, Barrister or FCILEX (England & Wales) with a current practising certificate.
- Minimum of 5 years' post-qualification experience in property law, with substantial experience in social housing and shared ownership.
- Demonstrable track record of managing complex property transactions, including shared ownership schemes and affordable housing projects.
- Strong knowledge of relevant legislation, including the Housing Act 1985, Leasehold Reform, Housing and Urban Development Act 1993, and related statutory frameworks.
- Excellent drafting, negotiation, and communication skills.
- Ability to work collaboratively with colleagues, external partners, and stakeholders.
- Strong organisational skills, with the ability to manage competing priorities and deadlines.
- Commitment to delivering high-quality, customer-focused legal services.

### Desirable:

- Experience working in or with local authorities or registered providers of social housing.
- Knowledge of public sector governance and procurement processes.



## Values and Behaviours

At Dover District Council, we expect all our people to model and promote our core values:

- **Be Bold** - Champion innovation and challenge the status quo.
- **Make a Difference** - Focus on outcomes that improve service delivery.
- **Show You Care** - Lead with empathy, integrity and respect.
- **Work Together** - Foster collaboration across service areas and with partners.

You will also demonstrate:

- **Effective communication** - clear, confident, and inclusive.
- **Change leadership** - supporting others through transformation.
- **Teamwork and recognition** - promoting a culture of mutual respect and support.
- **Commitment to learning and innovation** - seeking ways to improve services and outcomes.

## Rewards and Benefits

**We offer a competitive salary and a comprehensive benefits package, including:**

We offer a competitive starting salary of £54,850 per annum, plus allowances of £7,518 per annum and a comprehensive benefits package, including:

- Membership of the Local Government Pension Scheme
- Generous annual leave entitlement
- Free Benenden Healthcare Membership
- Salary sacrifice electric car scheme
- Flexible and hybrid working arrangements
- A range of other employee benefits to support your wellbeing and work-life balance.

## Interested in Learning More? Let's Talk.

We understand that making your career move is a big decision. If you'd like to explore the role further or have a confidential conversation about whether this opportunity is right for you, we'd be delighted to hear from you.

**To arrange an informal discussion please contact, contact:**  
**Sarah Beasley, Legal Services Manager at [sarah.beasley@dover.gov.uk](mailto:sarah.beasley@dover.gov.uk)**





## How to Apply

**To apply for this exciting role, please submit:**

1. Your up-to-date CV which clearly outlines your career history, achievements, and relevant qualifications
2. A covering letter (maximum two A4 pages)

**Your covering letter should include:**

- Why this role interests you and what motivates you to join Dover District Council
- How your experience and skills align with the key requirements in the person specification
- What you believe you can bring to the role and the impact you hope to make

Please note we are unable to consider applications which do not comply with the above requirements.

**Please email your application to [hr@dover.gov.uk](mailto:hr@dover.gov.uk)**

Closing date for applications: 17 October 2025 (close of business)

## Accessibility and Inclusion

Dover District Council is proud to be a Disability Confident Employer. We are committed to ensuring our recruitment process is inclusive and accessible to all.

If you require this advert or any part of the application process in an alternative format, or if you would like to apply using a different method, please contact [hr@dover.gov.uk](mailto:hr@dover.gov.uk).

We're here to support you every step of the way.

## What Happens Next?

If you are shortlisted, we will contact you with full details of the next stages in the assessment and interview process. We are committed to a fair, inclusive and transparent recruitment journey.





**Dover District Council**

Council Offices, White  
Cliffs Business Park,  
Dover, Kent, CT16 3PJ

[www.dover.gov.uk](http://www.dover.gov.uk)