

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	LAW AND PEOPLE
SERVICE:	LEGAL AND DEMOCRATIC SERVICES
POST:	SENIOR LEGAL OFFICER (NON CONTENTIOUS) Post No: LD24
GRADE:	PO2 (£41,771 - £45,091)
RESPONSIBLE TO:	LEGAL AND DEMOCRATIC SERVICES MANAGER

THIS POST IS POLITICALLY RESTRICTED

JOB SUMMARY

To support the delivery of an effective and efficient legal service to the Council, with responsibility for Property, Contract and Planning matters.

MAIN DUTIES AND RESPONSIBILITIES

1. Receiving, organising and responding to requests for legal advice and support, verbally and in writing in all property, contract and planning matters.
2. To procure where appropriate on behalf of the Council the services of external legal advice and support and to act as expert client in seeking and receiving instruction and opinions in respect of such procurement.

SPECIFIC DUTIES:

1. Researching, analysing, investigating and formulating legal advice to Officers and Elected Members on matters within the functions of the Council, in particular all aspects of commercial and non-commercial property work, planning, and contracts.
2. Drafting and settling legal documents and conducting commercial and non-commercial transactions relating to;
 - The sale and purchase of land, mortgages, licenses to assign, leases, easements and other conveyancing matters;
 - Undertaking the conveyancing in relation to the Council's Right to Buy transactions;
 - Boundary and other disputes.
3. Drafting, negotiating and advising on contracts, agreements and grant agreements, including advising on secure terms and provisions which best protect the Council's interests and advising on subsidy control and procurement matters.

4. Providing advice and assistance on planning matters, including negotiating and drafting s106 agreements, negotiating Unilateral Undertakings and providing advice on notices and enforcement issues.
5. To liaise with senior officers to ensure a responsive legal service is being provided.
6. Briefing Counsel where necessary, including preparation for inquiries or other proceedings.
7. Attend meetings of the Licensing and Appeals Sub-Committee, Planning Committee and other relevant Council committees and provide advice as Legal Advisor.
8. To be responsible for specific projects and initiatives under the direction of the Legal and Democratic Services Manager and/or Head of Legal & Democratic Services.
9. To prepare reports and attend, when required, Council, Committees and other meetings outside normal working hours.
10. Assisting in the development of, and providing training programmes, for Councillors and Officers where relevant.
11. To keep up to date with developments in local government and the law which are relevant to the post.
12. Research of changes in legislation, new legislation, and new working procedures and practices in order to advise departments within the Council accordingly.
13. Representing the Legal and Democratic Services Manager and/or Head of Legal & Democratic Services at meetings, when necessary.
14. To work outside normal office hours from time to time as the demands of the post dictate.
15. Assisting in the training of a trainee and/or assisting less experienced staff with their allocated tasks.

General

1. To support the achievement of the Council's Corporate Plan, observe Corporate Values and promote environmental sustainability.
2. Provide advice, information and attend meetings and training as required.
3. To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.
4. To support, promote and comply with the Equality, Diversity and Inclusion actions and requirements when undertaking the duties of this post.

5. To comply with the Employee Code of Conduct and Ethics Standards.
6. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
7. To undertake such other duties as may be prescribed from time to time by the Principal Legal Officer and/or Head of Legal & Democratic Services or her/his representative that is commensurate with the experience of the post holder and the grading of the post.