

JOB DESCRIPTION

JOB TITLE:	Legal Officer – Property, Procurement and Contract Law	JE NUMBER: A13516
DIRECTORATE:	Corporate	BAND: 7
RESPONSIBLE TO:	Property, Procurement and Contracts Manager	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	<p>Supporting the Council’s response to Property, Procurement and Contract Law matters, including drafting documents, undertaking a technical role which supports the Property, Procurement and Contract Law team’s effective delivery contributing to the Council’s strategic and corporate objectives.</p> <p>To support and advise Council Officers and Members on commercial conveyancing/ Landlord and Tenant matters and Right to Buy</p> <p>To support the Governance Service generally and the Property, Procurement and Contracts and the Local Government and Regulatory Law teams in particular in providing a comprehensive legal service to the Council at all times.</p> <p>To work flexibly in a team to ensure that the service which is delivered is effective and efficient. The postholder will manage a personal workload that is appropriate to their skills and abilities.</p> <p>The post holder will ensure that decisions are made in accordance with law and policy guidelines, to minimise costs of such claims to the authority. The postholder may be required to represent the local authority at Court.</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Carry out all day-to-day activities necessary for the efficient and effective handling of the legal side of Property, Procurement and Contract law matters in accordance with legislation.
2.	To provide legal advice and support to council officers and members on Contract matters, to include drafting and negotiating contract terms and explaining their legal effect.
3.	Assist with other legal processing on behalf of the Council of sales, purchases, leases, licences and right to buy transactions where required.
4.	Provide technical support to Property, Procurement and Contracts Law and other officers in deciding and implementing the most effective approach to dealing with Property, Contract and Procurement work including drafting documents including Leases, Licences and Transfers.

5.	To attend committees and other meetings as required
6.	Support the Property, Procurement and Contracts manager as necessary.
7.	Deliver excellent customer service when dealing with customers and stakeholders, providing explanations and clarification of decisions and actions taken relating to legislation and council procedures.
8.	Liaise with and maintain effective working relationships with internal and external agencies and other service providers, including court.
9.	To maintain up to date knowledge of relevant legislation and IT applications to support the team in delivering, and continually improving, an efficient and effective service.
10.	Any other duties which are similar/equal to the responsibility and grade of the post.

GENERAL – To be aware of and implement the following:

Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change – The council’s commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council’s Climate Change Strategy.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	x
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES		NO	x

Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive, and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Legal Officer - Property, Procurement and Contract Law	JE NUMBER:	A13516
DIRECTORATE:	Corporate	DATE:	September 2023

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to communicate effectively, tactfully and constructively with people at all levels of the organisation including Council members, representatives from public, private and voluntary sector.	AF/ I
•	Capacity to carry heavy workload and to meet tight deadlines. Self motivated, resourceful, unflustered and reliable under pressure.	AF/ I
•	Able to deal with and resolve conflict with determination to carry tasks through to a successful conclusion.	
•	Ability to work methodically, accurately and thoroughly, paying close attention to detail.	AF/ I
•	IT literate, including MS office and able to adapt quickly to new software when required.	AF/ I
•	Concise, accurate and professional report writing and briefing skills	AF/ I
•	Strong analytical skills with the ability to analyse organisational processes, legislation and other complex information and use such information to inform work.	AF/ I
Desirable		
•	Knowledge and understanding of relevant legislation, Landlord and Tenant Law and Local Government Law	AF/ I
•	Good working knowledge in relation to Property, Procurement and Contract Law transactions	AF/ I
•	Knowledge of service delivery within a council environment	AF/ I
EXPERIENCE		
Essential		
•	Experience of coping well under pressure and dealing with difficult situations	AF/ I

•	Experience of dealing with the public	AF/ I
Desirable		
•	Experience of working in a legal office environment, covering basic office IT and administration skills and working as a paralegal or in another legal support role	AF/ I
•	Experience of handling telephone enquiries and dealing with members of the public	AF/ I
QUALIFICATIONS		
Essential		
•	3 A level passes and GCSE or equivalent in English and Mathematics	Application Form
•		Application Form
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	AF/ I
•	To perform the job role in accordance with the specified level of the council's Competency Framework	AF/ I
•	Commitment to self-development, service improvement and organisational effectiveness	AF/ I
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 1		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective	Interview

<p>Level: 1</p>	<p>change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
<p>Making Effective Decisions</p>	<p>Effectiveness in this area is about using sound judgement, evidence, and knowledge to arrive at accurate, expert, and professional decisions and advice.</p> <p>For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	<p>Interview</p>
<p>Level: 1</p>		
<p>Leading & Communicating</p>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	<p>Interview</p>
<p>Level: 1</p>		
<p>Collaborating and Partnering</p>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	<p>Interview</p>
<p>Level: 1</p>		
<p>Developing self and others</p>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p>	<p>Interview</p>
<p>Level: 1</p>		

	For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
Delivering Value for Money	Delivering value for money involves the efficient, effective, and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and	Interview
Level: 1	implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying	Interview
Level: 1	programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly, and promptly	Interview
Level: 1		