



Job description	
Job title	SOLICITOR LAND & PROPERTY
Grade	Q
Directorate	RESOURCES
Section/team	LEGAL SERVICES
Accountable to	PRINCIPAL SOLICITOR/LAWYER (CORPORATE SERVICES), SENIOR SOLICITOR LAWYER (LAND AND PROPERTY) AND HEAD OF LEGAL SERVICES
Responsible for	NOT APPLICABLE
Date reviewed	DECEMBER 2024

Purpose of the Job

The Knowsley Legal Services Land and Property team provides an enhanced service and dedicated resource to the Council key clients including the Council's Major Development Team and Assets Team.

The Major Development Team is responsible for the delivery of the Council's pipeline schemes for housing, transport and economic development, the delivery of regeneration and economic revival in the Borough's three Town Centres and delivery of the nine sustainable urban extensions for housing and employment.

The Council has a significant town centre commercial retail property estate and has appointed a strategic asset manager to manage that estate on its behalf. The legal work arising from that estate is delivered in-house within the Land and Property team in Legal Services.

Your primary role will be to liaise with and receive instructions from the Council's appointed strategic asset manager and deliver a property law and conveyancing service to the Council for the town centre estate. Supplementary to that you will be expected to undertake commercial property work for the Council generally.

You will play a key role within the Knowsley Legal Services Land and Property team and will have a strong relationship with the Major Development Team as your key internal client and will be primarily responsible for ensuring the delivery of a high quality property legal advice and support service primarily in



respect of the town centre estate but also on such other projects as the Major Development Team and/or as the Land and Property team require.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To legal services to meet the needs of the Council in most, if not all of the following:
 - Landlord and tenant transactions;
 - Disposals and purchases both leasehold and freehold;
 - Dilapidation claims;
 - Leases, licences and service of notices;
 - Land and property development agreements;
 - Advising on development projects;
 - Advising on subsidy control in so far as it relates to property transactions; and
 - General advice on miscellaneous land and property matters.
2. To provide legal advice and assistance to Elected Members and any internal clients of Legal Services, primarily relating to property related work, regeneration projects and other development related functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation but also to include such other matters as the post holder may be assigned from time to time.
3. To have care and conduct of a caseload of complex property related matters.
4. To direct and supervise as appropriate the work of more junior members of the Land and Property Team, to include allocation of work, checking quality of work and providing, where appropriate, on the job training.
5. To provide training for Elected Members and any service of the Council and/or any external client of Knowsley Legal Services or a Council partner as may be required.
6. To operate and/or undertake such systems and procedures as are deemed necessary for the effective provision of the service including those relating to the maintenance of case management information Land and Property Team budget monitoring.
7. To keep and maintain appropriate legal records, including time recording.



8. To ensure compliance with the Law Society's professional standards for Solicitors (where appropriate) and the Council's own internal policies, rules and procedures.
9. To carry out such other duties and responsibilities appropriate to the post as may be determined.

Health and Safety

- To use office equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
 - **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
 - **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
 - **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.
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- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.