



Job description	
Job title	SENIOR LEGAL ASSISTANT (LAND AND PROPERTY)
Pay Band	L – Q
Directorate	RESOURCES
Section/team	LEGAL SERVICES – COMMERCIAL AND PROPERTY TEAM
Accountable to	SENIOR SOLICITOR – LAND AND PROPERTY
Responsible for	LEGAL ASSISTANTS, LAND AND PROPERTY
Date reviewed	January 2025

Purpose of the Job

The Knowsley Legal Services Land and Property and Corporate team provides legal advice and support to its key clients within the Council including the Council's Major Development Team, Assets and Planning and Highways Teams.

This is an amazing opportunity to play a key role within the Knowsley Legal Services Land and Property team. You will provide general and technical support as part of legal team delivering a service to your key clients,. Your primary role will be to liaise with and receive instructions from those teams, support the delivery of a land and property law and conveyancing service to the Council and undertake commercial property work for the Council generally. In addition, you will, with guidance and supervision, provide support and assistance on planning and highway matters, when required.

Qualifications and Experience:

To be successful in this role, you will need to demonstrate how you meet the criteria outlined below at both the application and interview stages. This position is career-graded, with progression opportunities from Grades L to Q based on experience and performance.

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage. As this is a career graded post the grade the criteria is appropriate to is shown.

- **Pay Band L:** Demonstrate experience relevant to Grade L criteria.
- **Pay Band N:** Demonstrate experience relevant to Grade L - N criteria.
- **Pay Band Q:** Demonstrate experience relevant to Grade L - Q criteria.



Application Instructions:

Please specify the grade level you are applying for in your application. Once in post, you will have the opportunity to progress through Grades L – Q as you build your experience.

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.

- To provide effective legal services to meet the needs of the Council in respect of the following land and property matters:
 - Landlord and Tenant transactions;
 - Disposals and purchases of leasehold and freehold properties;
 - Leases licences and service of notices;
 - Assisting with land and property development agreements;
 - Assisting with development projects
 - Advising on subsidy control in so far as it relates to property transactions; and
 - General advice on miscellaneous land and property matters.

In addition, you will be required to advise and assist on miscellaneous planning and highways matters.

Employee Experience

Pay Band L

- ILEX/degree in law or equivalent ILEX/degree in law or equivalent or extensive specialist knowledge of the areas of law
- Minimum of two years' experience in some of the above mentioned land and property matters;
- Work as part of Legal Services delivering an effective, efficient and professional legal service;
- Reviewing titles and property searches to draft reports on;
- Drafting and providing necessary consents for Land Registry restrictions;
- Preparing and making first registration applications to the Land Registry;
- Post completion processes – Applications to the Land Registry and SDLT submissions;
- Assisting in the creation of deeds packets and maintaining electronic storage records;
- Dealing with the issuing of engrossment documents and preparing post completion packs;
- Assist in the drafting of standard form planning legal documents including s38 and 278 Highways Act and s106 Town and Country Planning Act agreements;



- Drafting, advertising and completion of Traffic Regulations orders; and
- To carry out such other duties and responsibilities appropriate to the post as may be determined.

Pay Band N

Pay Band L competencies, plus

- Minimum of 4 years' experience in most, if not all, of the above-mentioned property elements;
- Obtain clear instructions from client departments and maintain your own land and property case load;
- Provide clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate;
- To assist in the instruction of external contractors, such as Counsel, external solicitors, experts etc;
- To have care and conduct of a caseload of non-complex and some complex property related matters with minimal supervision;
- Attending committees and planning meetings to provide support and advice;
- Develop efficient and effective working practices;
- Carry out performance monitoring, collating progress reports and creating and collating client feedback;
- Effectively managing financial control particularly in relation to major projects by monitoring external spend, following the finance system for remitting invoices and updating reconciliations;
- Provide training, supervision and coaching to other staff within Legal

Pay Band Q

Pay Band L and N competencies, plus

- Qualified Solicitor or Barrister with good experience of the land and property work;
- To provide high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal clients of Legal Services, primarily relating to significant 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;
- To have care and conduct of a caseload of complex property related matters;
- To ensure the allocated caseload is managed in accordance with established practice guidelines;
- To advise on the initiating and making of other associated appropriate applications relating to this area of work;
- To represent the Council and/or Legal Services and attend and advise at multi-disciplinary team meetings, client interface meetings and such



other working groups and/or corporate groups as may be considered necessary and appropriate to support the client in the exercise of its functions;

- To appear on behalf of the Council as an advocate in a relevant court as appropriate on property related matters or any other matter allocated by the Principal Solicitor Lawyer or Senior Solicitor Lawyer;
- To instruct Counsel to advise, act or appear on behalf of the Council as and when appropriate and required;
- To provide advice in relation to all duties and functions of the Council in so far as it relates to property related matters;
- 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;
- To provide training for Elected Members and any service of the Council and/or any external client of Legal Services or a Council partner as may be required;

Health and Safety

- To use 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.