



Person Specification			
Post title	SENIOR LEGAL ASSISTANT (LAND AND PROPERTY)	Pay Band	L-M / N- P / Q (Career Graded) L - £41,511 - £42,708 M - £43,693 - £44,711 N - £45,718 - £46,731 O - £47,754 - £48,710 P - £49,764 - £50,788 Q - £51,802 - £52,805

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
	<b>Criteria Pay Band L</b>	
S1	Experience in advising on the following land and property matters <ul style="list-style-type: none"> <li>Landlord and Tenant transactions;</li> <li>Disposals and purchases of leasehold and freehold properties;</li> <li>Leases licences and service of notices;</li> <li>Assisting with land and property development agreements;</li> <li>Assisting with development projects</li> <li>Advising on subsidy control in so far as it relates to property transactions; and</li> <li>General advice on miscellaneous land and property matters.</li> </ul>	CV/SS, I
S2	Experience in Drafting and providing necessary consents for Land Registry restrictions;	CV/SS, I
S3	Experience in Preparing and making first registration applications to the Land Registry and in Post completion processes – Applications to the Land Registry and SDLT submissions	CV/SS, I
	<b>Criteria Pay Band N</b>	

June 2024





S4	Experience of providing clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate;	CV/SS, I
S5	Experience of having care and conduct of a caseload of non-complex and some complex property related matters with minimal supervision	CV/SS, I
S6	Experience of 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;	CV/SS, I
<b>Criteria Pay Band Q</b>		
S7	Experience of providing high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal Council clients, primarily relating to significant property related work, regeneration projects and other development related functions of a 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	CV/SS, I
S8	Experience of having care and conduct of a caseload of complex property related matter and of ensuring the allocated caseload is managed in accordance with established practice guidelines;	CV/SS, I
S9	Advocacy experience in a relevant court as appropriate on land and property law related matters	CV/SS, I
S10	Experience of advising on the initiating and making of other associated appropriate applications relating to land and property law matters.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
C1	Excellent communication skills	CV/SS, I
<b>Qualifications</b>		
Q1	Pay Band L – N – ILEX/degree in law or equivalent or extensive specialist knowledge of the areas of law referred to	CV/SS, C
	Pay Band Q – Qualified Solicitor or Barrister	

June 2024





**CV/SS** = Curriculum Vitae/Supporting Statement **C** = Certificate **I** = Interview

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

June 2024

