



<b>Job description</b>			
<b>Job title</b>	LAND AND PROPERTY SOLICITOR/LAWYER (COMMERCIAL AND PROPERTY TEAM)		
<b>Grade</b>	Q		
<b>Directorate</b>	Resources		
<b>Service/team</b>	LEGAL SERVICES		
<b>Accountable to</b>	HEAD OF LEGAL SERVICES, PRINCIPAL LAWYER (COMMERCIAL AND PROPERTY) SENIOR LAWYER (LAND AND PROPERTY TEAM)		
<b>Responsible for</b>	NOT APPLICABLE		
<b>JE Reference</b>	A1767	<b>Date Reviewed</b>	10 December 2025

### Purpose of the Job

You will be a key member of the Land and Property Team, maintaining a strong working relationship with the Council's key clients including the Major Development Team and Assets Team. Your primary role will be to liaise with and receive instructions from client departments and the delivery of high-quality property law and conveyancing service to the Council for its town centre estates. You will also carry out commercial property work and support other projects as required.

### Duties and Responsibilities

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

1. To support Legal Services in meeting the needs of the Council in 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.



## Knowsley Better Together – Staff Qualities



## Health and Safety

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

## Data Protection and Information Security

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