

# **Job Description**

## **Solicitor/Barrister (Regeneration)**

*Final*

*Date: 23 May 2019*

**POST:** Solicitor/Barrister (Regeneration)

**SERVICE:** Legal Services

**SECTION:** Legal Regeneration

**BAND:** 9

**REPORTS TO:** Solicitor to the Council (Procurement, Contracts, Property, Regeneration)

**RESPONSIBLE FOR:** N/A

**TYPE:** 1a) Hot desking any location

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

#### **MAIN PURPOSE**

The objective of the Legal Service is to provide a highly efficient and cost-effective legal service to facilitate the lawful exercise of the Council's functions and the achievement of its policies and objectives and at all times to safeguard the interests of the Council and propriety in the exercise of its functions. The service also works to identify and advise on commercial opportunities and arrangements.

The Legal Service advises on the following areas of law:

- (a) Property
- (b) Regeneration
- (c) Contracts and Procurement
- (d) Planning
- (e) Litigation (civil and criminal)
- (f) Employment
- (g) Housing
- (h) Licensing
- (i) Environmental Health

This is not an exhaustive list.

Some activities of the service are carried out in fee-earning teams responsible for litigation, regeneration, property, and contracts work under the overall supervision of the Solicitor to the Council.

## **GENERAL INFORMATION**

Our approach to the practice of law is based on a friendly and open style of working and a determination to avoid unnecessary complexity. We are committed to achieving the objectives of our clients by finding commercially sound solutions to their problems and delivery objectives in a proactive, professional, and efficient manner. We believe in an innovative and energetic approach to the practice of law, placing particular emphasis on personal service, speed of response, value for money, accessibility and the highest standards of professional excellence.

## **DUTIES**

1. Whilst postholders will be expected to develop expertise into very varied areas of complex law to deliver legal services for the Council it is anticipated that Regeneration team postholders will currently have (and will maintain) detailed knowledge of property law in a regeneration context and will advise when further specialist support is required, or to advise as necessary: procurement, contracts, competition law, State Aid, and planning. Where necessary and appropriate, provide legal support to the work of the Property and Contracts areas of the team.
2. Undertake legal and commercial research and provide advice to the Council, including Members, as appropriate, on casework and other issues, interpretation of new and existing legislation
3. Evaluating facts and evidence and advising service clients on strengths and weaknesses of proposed actions.
4. Assessing when Counsel's opinion may be required and liaising with the relevant Legal Manager to ensure proper instruction of Counsel as necessary.
5. Draft and comment upon committee reports and attend and advise at committee meetings and other key officer and Member meetings and to actively and positively participate in multi-discipline teams to further the Council's strategic aims and objectives through collaboratively delivering projects and casework
6. Adopt a risk-aware approach to identify legal and commercial risks and support the Council in developing appropriate strategies to mitigate risk and maximise opportunities.
7. To assist in establishing and maintaining efficient working practices within the legal teams. Provide assistance in setting up case management systems, information database and common form documentation. Maintain an awareness of general governance and public law implications in order to identify and determine the legally appropriate route or routes.
8. Assist in the supervision and training of legal and other staff as appropriate in order to achieve productive and motivated staff and to secure the best use of available resources. This includes preparing and delivering training courses for clients and other team members.

9. Maintain personal caseload information and case progress data, including time recording and job costing, in the manner directed by a team manager.
10. Identify any legislative time limits and raise these with the manager and the responsible service.
11. Undertake a proactive and committed approach towards the Council's best value ethos and Corporate Plan.
12. Postholders will also have a working knowledge of the following areas in a regeneration context sufficient to identify the most effective routes, advise upon and draft the necessary documentation (and any associated statements of reasons and notices) relating to:
  - a. the disposal and acquisition of land and properties
  - b. complex land issues
  - c. appropriation of land
  - d. compulsory purchase order process
  - e. residential and commercial leases and licences
  - f. commercial regeneration and housing regeneration
  - g. development agreements and agreements for lease
  - h. conveyancing
  - i. commercial landlord and tenant law

A working knowledge of capital finance and funding agreements is also required.

13. Determine the most effective and commercially sound solutions for regeneration projects and property transactions and advise upon their implementation, including advising on the optimum commercial structure for relevant transactions, while ensuring that high legal and governance standards are achieved.
14. Support and advise upon local authority housing companies and alternative delivery vehicles.
15. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.
16. Undertake all the duties within the framework of Equal Opportunities
17. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
18. Where necessary and appropriate, provide legal support to the work of the other teams in the legal department.
19. Any other duties commensurate with the grade.

## PERSON SPECIFICATION

<b>Position Title:</b>	Solicitor/Barrister (Regeneration)	<b>Date Prepared:</b>	23 May 2019
<b>Department:</b>	Legal (Procurement, Contracts, Property, and Regeneration)	<b>Band:</b>	9

	REQUIREMENTS	Essential	Desirable	Assessed
	<b>QUALIFICATION</b>			
1.1	Qualified Solicitor or Barrister (England and Wales)	✓		A
1.2	Demonstrable substantive post qualification experience	✓		A/I
	<b>EXPERIENCE AND KNOWLEDGE</b>			
2.1	Ability to simplify complex problems, processes and projects in to component parts to analyse, explain and evaluate	✓		A/I/T
2.2	Experience and knowledge of drafting and providing legal advice to clients	✓		A/I
2.3	Substantive experience in dealing, handling and meeting client expectations	✓		A/I
2.4	Experience of conducting negotiations and effective working in partnership	✓		A/I
2.5	Experience and instructing counsel and preparing bundles	✓		A/I
2.6	Advised Council Committees, senior board meetings		✓	A/I
2.7	Demonstrable experience of working to deadlines and ability to handle heavy workload under pressure with competing priorities, maintaining quality of work and advice under conflicting requirements and coping with ambiguity and complexity, managing a multitude of projects and relationships while remaining highly focused.	✓		A/T/I
2.8	Working knowledge of procurement, contracts, competition, State Aid, and Planning Law	✓		A/I/T
2.9	Detailed knowledge of property law in a regeneration context.	✓		A/I/T
2.10	Detailed knowledge of regeneration law and principles	✓		A/I/T
2.11	Detailed knowledge of public law considerations in regeneration and property context		✓	A/I/T
2.12	Working knowledge of capital finance and funding agreements		✓	A/I
2.13	Detailed knowledge of commercial landlord and tenant law	✓		A/I
2.14	Experience of leading on Compulsory Purchase Order procedures, including reports and statements of reasons	✓		A/I
2.15	Experience drafting clear and jargon-free legal documents that achieve client aims and objectives	✓		A/I/T
2.16	Knowledge and experience of alternate delivery vehicles		✓	A/I
	<b>ABILITY</b>			
3.1	Excellent and effective verbal and written communication with ability to communicate effectively and to a high standard to a wide range of audiences and across a wide range of mediums with an agile but thorough approach	✓		A/T/I

3.2	Ability to respond flexibly to changing demands and to work under pressure to tight deadlines.	✓		A/I
3.3	Ability to assimilate facts quickly	✓		A/I
3.4	Effective presentation skills	✓		A/T/I
3.5	Motivated self-starter who can find solutions	✓		A/I
3.6	Proven negotiation and persuasion skills, including the ability to engage with and influence stakeholders	✓		A/I
3.7	Ability to adopt a proactive approach to all issues and contribute effectively to projects and case work	✓		A/I/T
3.8	Ability to identify causal relationships, key business and commercial drivers, and early identification of stumbling blocks, errors, and mistakes, and to generate proposals for proactive or reactive responses	✓		A/I/T
3.9	Computer literacy and use of information technology to enhance service delivery Competent user of Microsoft Office and case management systems	✓		A/I
		✓		A/I
	<b>BEHAVIOUR</b>			
4.1	Ability to translate lessons learned from one project effectively to the next project and to develop policies, procedures and systems	✓		A/I
4.2	Personal and professional demeanour which generates creditability and confidence amongst customers, Members, Chief Officers, managers, staff, external partners and all other stakeholders	✓		A/I
4.3	Able to take personal responsibility for maintaining and developing professional knowledge and expertise and delivering training programmes	✓		A/I
4.4	Effective team worker	✓		A/I
4.5	Ability to supervise, train and motivate junior staff members		✓	A/I
4.6	Team worker who builds positive relationships within team and across the organisation	✓		A/I
4.7	Personal impact and resilience	✓		A/I
	<b>ADDITIONAL</b>			
5.1	Understanding of equality and ability to translate into practice.	✓		A/I
5.2	Able to attend evening and weekend meetings	✓		A/I
5.3	Able to attend site meetings and meetings with organisations based in and outside of the borough	✓		A/I
5.5	Evidence of continuing professional development	✓		A/I

<b>2.</b>	<b>COMPETENCIES</b>			
	<b>ADHERING TO PRINCIPLES AND VALUES</b>			
2.1	<ul style="list-style-type: none"> <li>a) Upholds Council ethics and values</li> <li>b) Demonstrates integrity</li> <li>c) Promotes and defends equal opportunities, builds diverse teams</li> <li>d) Encourages organisational and individual responsibility towards the community and the environment</li> <li>e) Shows respect and sensitivity towards cultural and religious differences</li> </ul>	✓		AF/I/T
2.2	<b>WRITING AND REPORTING</b>	✓		AF/T

	<ul style="list-style-type: none"> <li>a) Writes clearly, succinctly and correctly</li> <li>b) Writes convincingly in an engaging and expressive manner</li> <li>c) Avoids the unnecessary use of jargon or complicated language</li> <li>d) Writes in a well-structured and logical way</li> <li>e) Structures information to meet the needs and understanding of the intended audience</li> </ul>			
2.3	<p><b>LEARNING AND RESEARCHING</b></p> <ul style="list-style-type: none"> <li>a) Rapidly learns new tasks and correctly applies to work with speed</li> <li>b) Gathers comprehensive information to support decision making</li> <li>c) Demonstrates a rapid understanding of newly presented information</li> <li>d) Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback)</li> <li>e) Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)</li> </ul>	✓		<b>AF/I/T</b>
2.4	<p><b>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>a) Focuses on customer needs and satisfaction</li> <li>b) Sets high standards for quality and quantity</li> <li>c) Monitors and maintains quality and productivity</li> <li>d) Works in a systematic, methodical and orderly way</li> <li>e) Consistently achieves project goals</li> </ul>	✓		<b>AF/I/T</b>
2.5	<p><b>COPING WITH PRESSURES AND SETBACKS</b></p> <ul style="list-style-type: none"> <li>a) Works productively in a high pressure environment</li> <li>b) Keeps emotions under control during difficult situations</li> <li>c) Balances the demands of work life and personal life</li> <li>d) Maintains a positive outlook at work</li> <li>e) Handles criticism well and learns from it</li> </ul>	✓		<b>AF/I/T</b>