



ROLE PROFILE FOR SENIOR SOLICITOR - PROPERTY

Role Title: Senior Solicitor - Property

Service: Legal and Democratic Service

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Principal Solicitor (Property and Planning)

Role Purpose

The postholder will work under the general guidance of the Deputy Head of Legal and will be responsible for a wide range of complex and high value non-contentious matters which will principally include landlord and tenant work relating to the investment property portfolio, but will also include advising on proposed development sites, acquisitions and disposals of properties and providing advice on property and other Council matters. The postholder will also be required to assist with other areas of law as is reasonable and take on responsibility for mentoring and developing more junior members of the legal team. When required the postholder will also be required to provide advice and guidance to Members and attend Committee meetings if relevant and applicable. The postholder will be the lead contact for property transactional work in connection with the Council's retail property portfolio.



Main Duties and Accountabilities

Knowledge and Expertise

- Responsibility for a variety of complex and high value non-contentious legal matters and case load
- Dealing with all aspects of lettings and other asset management work including:
 - New lettings, renewal leases and reversionary leases;
 - Licences to alter, assign, underlet;
 - Deeds of variation, rectification, surrender and deeds of easement;
 - Rent review memoranda; and
 - Assisting with the negotiations for new lettings and supporting the property team to achieve commercial outcomes.
- Reporting and advising on proposed development sites.
- Dealing with acquisitions and disposals of properties.
- Advice on general property matters across the Council's estate and taking a lead role on the Council's retail portfolio.
- General Local Government advice
- Contributing to Committee reports as appropriate on property-related matters.
- Contributing to the development of policy in relation to property strategies and management
- Advise senior managers and Councillors on significant property projects and strategic retail assets



Creativity and Innovation

- To plan work outcomes and prioritise work in accordance with any legal or statutory timescales and according to deadlines set by the client department or supervisor
- To ensure corporate governance is achieved
- Update and maintain the Council's legal precedents in relation to the retail leases.
- Assist with and make recommendations in respect of relevant Council policies; namely those policies relating to Commercial property.
- Make recommendations to the Head of Legal and Democratic Services on the delegations relating to approvals for acquisitions and disposals.

Financial Accountability

- To assess risk (including financial risks) to the Council associated with any legal work undertaken by you on behalf of the Council
- To recover costs associated with work transactions wherever possible

Impact upon the Organisation & the Community

- The work will have direct impact on the community and across all client departments
- To provide a high level of client care at all times and maintain effective relationships with clients and councillors
- Assist with and make recommendations in respect of relevant Council policies; namely those policies relating to Commercial property.
- Make recommendations to the Head of Legal and Democratic Services on the delegations relating to approvals for acquisitions and disposals.



Management & Supervisory Responsibilities

- Mentor, support and develop junior solicitors, trainee solicitors, trainee legal executives and legal officers.

Initiative & Independent Action

- To work under minimal or no supervision on complex and high value commercial property casework and other matters in accordance with the risk profiles relevant to this post.
- To use own initiative and actions to advance the commercial interests of the Council in legal documents and negotiations
- To use own initiative and actions to assist with risk mitigation and reduction in commercial property transactions.
- Make recommendations and solutions to the Council's property team on high value and complex property transactions.

General

- To carry out any other duties commensurate with the grade of this post, as and when required
- To draft instructions to counsel if necessary on allocated casework

Continuous Professional Development

- At a minimum, to meet the requirements of the Solicitors Regulation Authority or Institute of Legal Executives as applicable.



Customers and Contacts

Important Internal Relationships

- To maintain effective relationships with all staff across the Council as clients, particularly the Estates Manager and senior managers
- To maintain effective relationships with councillors

Important External Relationships

- To maintain effective relationships with external solicitors and barristers, managing agents, letting agents and other local authorities

Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



Job Title - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Qualified Solicitor or FILEX	E	A

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of commercial landlord and tenant work	E	A
Ability to provide clear and concise advice at public meetings	E	A/I
Experience of preparing planning agreements and advising on planning law	E	A/I
Experience of preparing reports on title	D	A/I
Experience of sales and acquisitions	D	A/I
Experience of procurement and contract drafting	D	A/I
Knowledge of local government law and practice	D	A/I



Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Chooses the methods of communication most likely to secure effective results	E	A/I
Is concise and persuasive orally and in writing and negotiates effectively	E	A/I
Ability to communicate complex messages effectively at all levels	E	A/I

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
Proven problem solving skills	E	A/I
Driven by positive outcomes and is proactive in achieving them on time and to agreed quality standard	E	A/I

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Secures value for taxpayers money	E	A/I
Displays commercial awareness for the Council generally	E	A/I



Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
None	N/A	N/A

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Works with minimal supervision on landlord and tenant matters and greater supervision on other matters as appropriate	E	A/I
Provides practical solutions to meet client needs	E	A/I
Strives for continuous improvement in knowledge and skills	E	A/I

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Determination and pro-activity in resolving issues	E	A/I
Manages time well to meet competing priorities	E	A/I



Commitment to personal and professional development	E	A/I
Competent with using Microsoft Office programs including Word and Outlook	E	A/I
Able to work from home	E	A/I

DBS Requirements

- No Check Required / Basic Check / Standard Check / Enhanced Check / Enhanced Adult & Child Barred

