

JOB DESCRIPTION

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| Job Title | **Senior Legal Officer / Legal Executive** | Post Number | **LS725** |
| Grade | 6/7 (dependant on qualifications and experience) | Service Area | Legal and Governance |
| Special Conditions  |  | Additional Benefits | Casual car user |
| Authorised by | Director of Legal and Governance | Date | April 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To assist the Head of Legal Services, the Principal Solicitor and other senior members of the team in providing an effective shared legal service for both Malvern Hills District Council and Wychavon District Council (“the Councils”) and to ensure that all business is conducted lawfully.To assist the Head of Legal Services, the Principal Solicitor and other senior members of the team in undertaking all legal work relating to the performance of the Councils functions generally. |
| Responsible for demonstrating commitment to delivering the Councils’ values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Principal Solicitor  |
| The postholder manages \supervises: | N/A |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Councils policies, procedures and relevant regulations and legislation)** |
| 1 | Legal Advice:Provide legal advice and updates to officers and members on all aspects of the Councils activities, including relevant legislation and policy considerations. |
| 2 | Conveyancing, Contracts and Grant Agreements:* To assist the Principal Solicitor with the conduct of day to day land and property matters from inception to conclusion including sales and purchases, short term leases, licences and miscellaneous agreements.
* To assist the Principal Solicitor to draft and review, standard goods and service contracts together with any associated documentation.
* To assist the Principal Solicitor to draft and review grant funding agreements.
* To assist the Principal Solicitor to draft and review data sharing agreements.
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| 3 | Section 106 Agreements/* To advise and answer requests from officers and external solicitors as to whether the terms of section 106 agreements have been complied with and deal with any relevant consents needed for restrictions on title.
* To work closely with financial services colleagues to ensure the efficient collection and repayment of section 106 contributions.
* To assist Parish Councils and Worcestershire County Council with their applications for spending section contributions monies and, where necessary, to liaise with other council officers prior to writing a report seeking an appropriate delegation or money being released.
* To assist senior members of the team with the drafting of standard section 106 agreements.
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| 4 | Rights of Way and Parking Orders* To work with senior members of the team to process applications for public path and highway orders.
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| 5 | Miscellaneous:* To provide general assistance and to conduct research on matters referred through to the legal team.
* To assist the Principal Solicitor with applications relating to Assets of Community Value.
* Assist in the preparation of instructions to Counsel when required.
* Undertake legal work on behalf of Parish Councils, Town Councils, and such other external organisations to whom the Council may be authorised to provide legal services from time to time.
* To assist with Freedom of Information Requests in the absence of the Legal Officer.
* To attend internal corporate groups and working parties as and when required.
* To provide support, as necessary, to other remembers of the legal team.
* To deal with other matters commensurate with the level of the post.
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**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.



KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Degree level education at class 2:2 or above (or equivalent or can demonstrate at least two years’ relevant work experience). | E |  |
| Qualified or part qualified Solicitor, Barrister or Legal Executive or other relevant qualification. |  | D |

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| Work Experience | Essential | Desirable |
| Previous experience of working in one or more of the following areas of legal practice:* Local Government
* Town and Country Planning
* Property work including Conveyancing
* Contracts and Procurement
 | E |  |
| Previous experience of working in local government |  | D |
| At least one year’s post qualification experience in the following areas of law and practice: * Town and Country Planning
* Property and/or Contracts and Procurement
 |  | D |

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| Skills Required | Essential | Desirable |
| Ability to demonstrate knowledge of the law | E |  |
| Excellent communication skills | E |  |
| Ability to express complex issues clearly, both verbally and in writing | E |  |
| Articulate with a range of audiences and communication methods | E |  |
| Sound initiative and judgement | E |  |
| Demonstratable negotiating skills | E |  |
| Ability to think beyond the pure legal ‘text’ and find practical solutions to problems | E |  |
| Good IT skills | E |  |
| An ability to deal with sensitive and confidential matters | E |  |
| A willingness to develop legal skills and take on new tasks | E |  |
| Commitment to working flexibly to meet the needs of the Council, its officers and its members | E |  |
| Commitment to improving and developing the in-house legal service | E |  |

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| Behaviours | Essential | Desirable |
| Aptitude for variety and frequent changes of task and urgency levels | E |  |
| Flexible/adaptable | E |  |
| Articulate | E |  |
| Team Player | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.