

ROYAL BOROUGH OF GREENWICH JOB

DESCRIPTION

DIRECTORATE: LEGAL SERVICES AND DEMOCRATIC SERVICES
SECTION: LEGAL SERVICES
POST DESIGNATION: LAWYER (Property & Regeneration)

POSTHOLDER

GRADE P04

Purpose of Job:

To be responsible to the Senior Lawyer for the conduct of legal work in respect of Regeneration and Property Matters matters allocated in the Property & Regeneration Team and the provision of legal advice and support to Chief Officers and their staff on such matters.

Main Duties

To undertake a varied caseload in all matters as allocated.

- i) To have full conduct of a caseload, taking instructions, negotiating with relevant parties, preparing all relevant documents, liaising with solicitors, the courts and external agencies and all ancillary matters.
- ii) To supervise the work of assigned professional and support staff as necessary.
- iii) To have full conduct of matters receiving instructions, liaising with relevant parties, assisting with the preparation of matters for consideration by the Council's Committees.
- iv) To negotiate on behalf of the Council with external agencies and individuals on matters relating to the Council's functions.
- v) To appear as advocate on behalf of the Council before the Courts, or instruct Counsel as appropriate.
- vi) To act as Legal Adviser to the Council's Committees including writing reports and otherwise attending and advising Committees as requires.
- vii) To attend at working parties, case conferences, planning meetings and other meetings as appropriate.
- viii) To interpret and draft reports on new, existing and proposed legislation, keep abreast of changes to the law and inform Officers and Members accordingly.
- ix) To present training courses and seminars for Members, officers and others as necessary.

- x) To keep abreast of all current legal and professional requirements and inform and instruct colleagues as necessary. Assess and report, as required, on the implications of new and proposed legislation and its effect on the work and responsibilities of the Council.
- xi) To maximise the use and effectiveness of computer systems.
- xii) To liaise effectively with external solicitors, consultants, experts, government departments and members of the public.
- xiii) To undertake any other work appropriate to the level and general nature of the post's duties.
- xiv) To carry out all duties with due regard to the provision of the Health and Safety Regulations and Legislation and the Council's Equal Opportunities and Customer Care Policies, Quality Service Objectives, and New Technology Agreement.

Designation of post to which Postholder normally reports:-

Senior Lawyer

Originator: _____

Postholder: _____

Date: _____