



## **Job description**

### **Property Lawyer**

### **Property and Commercial Team**

### **Band 6**

Reporting to the Legal Business Partner (Property and Commercial), this role forms part of the legal service between West Suffolk Council and Babergh and Mid Suffolk councils. The Property Lawyer will be responsible for providing specialist legal advice to all three councils.

### **Job purpose**

- Supporting the Service Manager (Legal and Governance Service) and the Legal Business Partner (Property and Commercial)
- Dealing with all aspects of property matters including sales, acquisitions, (both residential and commercial), commercial leases, development projects, shared ownership and Land Registry matters.
- Providing advice to officers and members on statute, case law and policy

### **Tasks required by the job**

Working as a legal practitioner to implement and deliver services to the councils including:

- Explaining the law and providing specialist legal advice, guidance and solutions to the organisation, managers and elected members.
- Ensuring the organisation complies with current legislation and best practice.
- Attending meetings (including those occasionally held outside of normal office hours) of members, officers and/or external bodies to advise on legal issues, governance and procedure.
- Researching, evaluating and gathering evidence.
- Analysing/drafting legal documents.
- Mentoring and coaching less experienced members of the team.

Carrying out other duties commensurate with the grade as reasonably required by the Service Manager (Legal and Governance Service) and Legal Business Partner (Property and Commercial).

This role will be required to work mainly at West Suffolk House, Bury St Edmunds but you may reasonably be required to work at any other of the councils' premises as required in order to meet the needs of the service.