



# Job Description & Person Specification

Job Title:	Legal Assistant	Job Reference:	TVBC23756
Service:	Legal and Democratic		
Location:	Beech Hurst, Andover	Grade:	6
Reports to:	Corporate Legal Services Solicitor		
Date:	31 July 2017		
<b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>			
<b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness.</b>			
<b>Main job purpose</b>			
To provide legal services to the Council and in particular to deal with Licences to Assign, Underlet and carry out alterations in respect of the Council's leasehold property; Deeds of Easements; Open Space Transfers; and other appropriate conveyancing or general legal work.			
<b>Main responsibilities and duties</b>			
Examining Council deeds to see whether the Council can grant the appropriate licence/deed required.			
Preparation of Licences for approval and dealing with same through to the completion.			
Preparation of Deeds of Easements and other simple conveyancing documentation through to complete.			
Preparation of Open Space Transfers through to completion			
Dealing with Land Registry Staff over voluntary registration of the Council's titles and organising deed packets once registered			
General conveyancing and other matters to include general miscellaneous enquiries on property and other legal matters including debt recovery, data protection and planning.			
To carry out office administration tasks as required including keeping databases and filling systems updated and assisting with the implementation of procedures and systems and to assist in developing the role and quality of the legal services provided			

to the Council and to undertake such other duties as the Head of Legal Services may require in the interests of delivering and effective legal service to the Council.

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

*To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.*

### Supervision and management

The postholder will have no line management responsibility.

### Resources

N/A

### Contacts and relationships

N/A

### Working environment

- This is an office based role.

CRITERIA	ESSENTIAL DESIRABLE
Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	
<b>Educational and professional qualifications</b>	
Good level of education – A Level standard	E
Graduate	D
<b>Knowledge</b>	
Knowledge of conveyancing procedures	D
<b>Experience</b>	

Working in a legal office	E
2 years recent experience in practising conveyancing	D
<b>Key skills</b>	
Ability to draft letters and other documents clearly and concisely	E
Computer and keyboard skills	E
<b>Personal qualities and behaviours</b>	
Good team worker	E
Able to work on own initiative	E
Adaptable and flexible, i.e. willing to undertake new ways of working or areas of work	E
Able to work under pressure and within time limits imposed by clients	E
<b>Other Factors</b>	
<p>Politically restricted post</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>	
<b>Corporate Responsibilities</b>	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p><b>Health and Safety</b> - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.</p> <p>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p><b>Safeguarding</b> - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p><b>Equalities</b> – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> <p><b>Social Media</b> - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on</p>	

behalf of the Council.

**Financial** – Employees are required to adhere to the Council’s financial regulations and to undertake tasks/training in that context, as required.

**Risk Management** - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

**Data Protection and Data Security** - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.