



## Job Description

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| <b>Job Title:</b>       | Property Legal Officer (Career Grade)   |
| <b>Grade:</b>           | Level 1 – Grade 3 (A1174)<br>Level 2 – Grade 4 (A1177)<br>Level 3 – Grade 7 (A1181)<br>Level 4 – Grade 8 (A1179)<br>Level 5 – Grade 9 (A1180) |
| <b>Section:</b>         | Legal Services  |
| <b>Reports to:</b>      | Principal Legal Officer   |
| <b>Responsible for:</b> | None  |

### Key focus of the job is to:

- support the provision of a cost-effective, professional and high quality legal service to the organisation in all property related matters; and
- undertake and assist with property related legal work necessary to discharge the organisation's functions and to implement WDH policies in line with the objective of providing an efficient in-house legal service.

### Responsibilities at all levels:

- you will be expected to carry out work commensurate with your current grade and level of training and experience. As you progress in your career the work you will be expected to carry out will increase in complexity as will your level of responsibility within the team; and
- you will be responsible for your own training within the CILEX training framework. Whilst some time within your working hours will be given to assist you with your learning you will be expected to complete much of the learning in your own time. The cost of such CILEX training shall be met by WDH in line with their usual policies; and
- undertake any other duties commensurate with the role as requested by management.

### Level 1 Responsibilities (Grade 3)

Under the supervision of senior members of the team you are required to:

- understand the key risks associated with the work of the team including anti-money laundering and fraud risks;
- uphold high standards of work and professional conduct including accurate record keeping and filing;
- begin to understand the CILEX Professional Competency Framework and begin to ensure you work within the CILEX Core Principals;
- assist the team with general administrative tasks, archiving and data input;

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- assist in the progression of right to buy and right to acquire transactions;
- carry out basic legal work of a simple nature such as issuing standard form letters, supplemental leases, Section 25 Notices and rent review documents and some post completion right to buy and right to acquire matters;
- assist in dealing with enquiries from customers, internal clients and solicitors; and
- obtain information and documents from the Land Registry.

## **Level 2 Responsibilities (Grade 4)**

In addition to the above, under the supervision of senior members of the team you are required to:

- ensure your conduct is compliant with the CILEX Core Principals;
- ensure your conduct is compliant with the CILEX Core Behaviours for the first CILEX job category (office, support, legal, secretary, administrator) and begin to understand and work to ensure that your conduct meets the CILEX Core Behaviours for the second CILEX job category (paralegal, case handler, legal assistant);
- progress right to buy and right to acquire transactions from instruction to completion with limited supervision;
- assist in dealing with ex right to buy and right to acquire enquiries such as discount repayment, pre-emption enquiries and remortgages;
- deal with basic enquiries from other parts of the business such as boundary enquiries and provide advice accordingly;
- deal with notice of assignments received for ex right to buy and right to acquire properties.
- assist with rent charge deeds of variation;
- be responsible for drafting and progressing minor transactions such as allotment agreements and licences from instructions to completion with limited supervision;
- assist in post completion work such as SDLT returns and simple Land Registry applications following the purchase of properties; and
- deal with simple property transactions such as small land disposals and lease/licence terminations from instruction to completion.

## **Level 3 Responsibilities (Grade 7)**

In addition to the above, you will then be required to:

- ensure your conduct is compliant with the CILEX Core Behaviours for second CILEX job category (paralegal, case handler, legal assistant) and begin to understand and work to ensure that your conduct meets the CILEX Core Behaviours for the third CILEX job category (senior paralegal, experienced paralegal);
- be responsible for a case load of straight forward files including granting shop leases, lease assignments, surrenders and renewals as well as property and shared ownership sales, assignments and staircasing from instruction to completion;
- be responsible for post completion matters such as preparing and submitting SDLT returns and Land Registry applications following the purchase of properties;
- deal with more complex enquiries from internal clients including preparing basic reports such as 'Land Information Questionnaire' responses; and
- undertake legal research to provide advice to clients where necessary;

#### Level 4 Responsibilities (Grade 8)

In addition to the above, you will then be required to:

- ensure your conduct is compliant with the CILEX Core Behaviours for third CILEX job category (senior paralegal, experienced paralegal);
- take on a more active role in risk management within the team;
- deal with complex enquiries from internal clients, undertaking detailed or complex legal research where necessary to provide comprehensive advice;
- deal with any complex enquiries in respect of Right to Buy, Right to Acquire or Shared Ownership matters;
- assist in preparing more detailed reports for internal clients prior to land purchases or developments; and
- deal with more complex issues such as encroachments, variations and easements.

#### Level 5 Responsibilities (Grade 9)

In addition to the above, you will then be required to:

- begin to understand and work towards ensuring that your conduct meets the CILEX Core Behaviours for the fourth CILEX job category (CILEX lawyer, authorised practitioner manager);
- take on responsibility for supervising junior team members whether by formal direct line management or more informal supervisory role;
- work independently in the completion of Section 106 purchases;
- set up new shared ownership schemes for sale within our case management system.
- deal with more complex transactional matters or enquiries;
- be responsible for a varied conveyancing case load which shall include Section 106 acquisitions with minimal supervision;
- assist more junior team members and help with training where required; and
- assist with drafting and the implementation of conveyancing policies, procedures and documents for the team, when required.

#### Personal Contacts:

**Internal:** WDH employees at all levels of the organisation.

**External:** Members of the legal profession and other professions, representatives of government departments and members of the public.

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

| Qualifications and Training  | Measure |
|--|---------|
| <ul style="list-style-type: none"> <li>• <b>Level 1</b> – Four Qualifications at Level 2 of the Qualifications and Credit Framework (including English Language or English Literature), such as GCSEs grades A-C/ 9-4, Award, Certificate or Diploma at Level 2 or equivalent.</li> <li>• <b>Level 2</b> – Completion of CILEX Level 3 exams</li> <li>• <b>Level 3</b> – Completion of CILEX Level 6 exams</li> <li>• <b>Level 4</b> – Fully qualified as CILEX Fellow membership along with 2 years relevant post qualification experience</li> <li>• <b>Level 5</b> – Fully qualified CILEX Fellow membership along with 5 years relevant post qualification experience (subject to interview and dependant on there being sufficient work of a requisite complexity within the team available)</li> </ul> | AF / CQ |

| Determination   | Measure |
|---|---------|
| <ul style="list-style-type: none"> <li>• <b>All levels</b> – Excellent attention to detail including accurate record keeping and filing.</li> <li>• <b>Levels 3, 4 and 5</b> – Ability to respond effectively to working under pressure to meet all required deadlines.</li> <li>• <b>Levels 3, 4 and 5</b> – Ability to deal with difficult and challenging situations.</li> <li>• <b>Levels 4 and 5</b> – Ability to manage and prioritise multiple cases.</li> <li>• <b>Levels 4 and 5</b> – Ability to resolve a range of legal problems without immediate supervision.</li> <li>• <b>Levels 4 and 5</b> – Ability to draft high-quality documents and produce concise reports working to a tight timescale.</li> </ul> | AF/I    |

| Nous   | Measure |
|--|---------|
| <ul style="list-style-type: none"> <li>• <b>All Levels</b> – Knowledge and practical experience of using IT as analytical and management tools including the Microsoft Office suite of applications.</li> <li>• <b>Levels 2, 3, 4 &amp; 5</b> - Knowledge of law and practice relating to the statutory Right to Buy Scheme</li> <li>• <b>Levels 2, 3, 4 &amp; 5</b> - Experience of working with an electronic case management system.</li> <li>• <b>Levels 3, 4 and 5</b> – Experience of working within a legal environment within the housing sector.</li> </ul> | AF/I    |

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|--|--|
| <ul style="list-style-type: none"> <li>• <b>Levels 3, 4 and 5</b> – A strong understanding of the CILEX core principals and core behaviours.</li> <li>• <b>Levels 4 and 5</b> – Extensive knowledge of conveyancing and property law, experience of conveyancing practice and managing a conveyancing case load with minimal supervision.</li> </ul> |  |
|--|--|

| Attitude   | Measure |
|--|---------|
| <ul style="list-style-type: none"> <li>• <b>All Levels</b> – Ability to work flexibility as part of a team and own initiative.</li> <li>• <b>All Levels</b> – Clear verbal and written communication skills.</li> <li>• <b>All Levels</b> – Uphold high standards of work and professional conduct.</li> <li>• <b>Level 3, 4 and 5</b> – Ability to communicate effectively and establish productive relationships with a wide range of people at all levels.</li> </ul> | AF/I    |

| Additional Requirements of the Role  | Measure |
|--|---------|
| <ul style="list-style-type: none"> <li>• <b>All Levels</b> - Commitment to promoting diversity and inclusion</li> <li>• <b>All Levels</b> Ability to undertake any travel in connection with the post as required by the business.</li> <li>• <b>All Levels</b> – Willing to undertake training and continuous professional development in connection with the post.</li> <li>• <b>Levels 3, 4 and 5</b> – Willingness to work outside normal office hours on occasion in order to meet the needs of the service.</li> </ul> | AF/I    |

**Key**

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

R - References