



**North
Northamptonshire
Council**

Legal Officer (Property)

Job Details

Job title: Legal Officer (Property)

Grade: PS05 (Postcode NRTNJC0950)

Reports to: Senior Lawyer

Directorate and Service area: Law and Governance, Legal Services

Purpose of Job

Governance is at the heart of everything we do, first and foremost we are part of a legal team working in local government. This role is expected to:

Provide legal casework support specialising in property and land matters, including Right to Buy (RTB) transactions, routine conveyancing, estate management issues and property documentation, supporting Lawyers in delivering efficient and effective property legal services

Key Responsibilities:

- Manage a caseload of routine property and estates matters under supervision, including RTB, lease renewals, licences and minor disposals
- Prepare legal documents, title reviews, reports, Land Registry applications, search results and draft correspondence
- Obtain information from client services and provide initial advice on routine matters such as RTB eligibility checks, title issues and standard property queries
- Support routine negotiations and attend inspections, site visits or tribunals (e.g., boundary issues).
- Maintain accurate case management records (Iken), title bundles and registers
- Liaise with surveyors, housing officers, estates officers, external conveyancers and Land Registry staff
- Respond promptly to external enquiries, progress conveyancing and RTB transactions and manage statutory timelines
- Contribute to the improvement of templates, precedents and workflow processes.
- Demonstrate awareness/understanding of equal opportunities and others' behavioural, physical, social and welfare needs

General Responsibilities applicable to all Jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification –

Attributes	Essential Criteria	Desirable Criteria
Education, Qualifications and Training	Law Degree or equivalent qualification	Legal training or paralegal certification.
	Partial qualifying work experience and/or working towards qualification within 18months Evidence of continuing professional development.	Property law specific training or CPD (RTB, conveyancing, land registration)
Experience and Knowledge	Experience managing a routine caseload under supervision, including conveyancing and RTB. Knowledge of conveyancing processes, RTB statutory framework and Land Registration rules Experience preparing title documents, searches, Land Registry submissions and property correspondence. Understanding of title issues, covenants, easements and boundary interpretation.% Ability to use CMS systems (e.g., Iken) and maintain accurate property records.	Knowledge of housing, estates and local authority property processes Experience liaising with surveyors, conveyancers, housing officers or Land Registry staff.

Ability and Skills	Strong organisational skills with the ability to manage competing deadlines and statutory RTB timescales. Ability to identify property legal issues and provide proportionate initial advice, escalating complexity appropriately High attention to detail when reviewing titles, plans, searches and legal documents. Effective written and verbal communication skills including clear legal drafting. Ability to plan casework, transactions and processes weeks in advance. Ability to maintain professionalism when dealing with distressed, frustrated or adversarial parties.	Previous experience in or an understanding of Local Government Routine advice to Boards or Committees experience. Ability to contribute to templates, precedents and process
Equal Opportunities	Ability to demonstrate awareness /understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Additional Factors	Promote and display the Council's values of being: • Customer-focused • Respectful • Efficient • Supportive • Trustworthy Ability to handle sensitive and distressing case material. Ability to travel for work purposes.	
--------------------	--	--