

Role profile

Specialist Property Lawyer

Our values:

We are dedicated, respectful, collaborative. We are Milton Keynes City Council.

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| Service | Law and Governance |
| Reports to | Head of Legal – Place |
| Job family | Professional and Technical |
| Grade | K |
| Political restricted? | Y - Sensitive |
| DBS required? | N |
| Date | March 2025 |
| JE Code | JE2686 |

Key deliverables

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| 1 | To be a specialist property lawyer and lead on complex property legal work, including commercial property, residential property, disposals and acquisitions and other complex land transactions. |
| 2 | To assist the Head of Legal – Place, by providing legal expertise to officers and members on operational and strategic property related matters and helping to champion the continuous improvement and efficiency for both short term and long term. |
| 3 | To establish and maintain an understanding of the client’s business needs and objectives through building and maintaining professional relationships. To assist the Head of Legal – Place by mentoring and supervising more junior team members so that the client’s objectives are understood and shared throughout the team. |
| 4 | To provide legal expertise on all legal issues pertaining to property matters and represent the Council, together with colleagues from the relevant service areas, to negotiate, agree and complete property transactions. |
| 5 | To deputise as required and where appropriate, for the Director of Law and Governance (Monitoring Officer) and Head of Legal – Place at Committee meetings, meetings with Senior Officers or other important meetings with Councillors and external stakeholders. |
| 6 | To carry out other duties as may be instructed by the Director of Law and Governance and the Head of Legal – Place. |

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs

Essential requirements Key skills, expertise, and qualifications

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| 1 | Solicitor, Barrister (Supreme Court of England and Wales/English Bar) or Fellow of the Institute of Legal Executives or equivalent relevant qualification with relevant experience. |
| 2 | Demonstrable significant experience of relevant legislations pertaining to Property law. |
| 3 | Demonstrable significant knowledge of relevant local government law and proven ability to be the Council's lead expert in Property law. |
| 4 | Ability to draft legal, transactional and other formal documentation. |
| 5 | Demonstrable ability to handle cases involving medium to high risk to the Council's reputation or finances. |
| 6 | Demonstrable knowledge of researching complex areas of law and presenting them in clear and understandable terms to clients. |

Job family

Professional and Technical (Grade K)

Colleague expectations

- Be professional at all times
- Work together for the good of the team, city council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Manager expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

Role characteristics

At this level job holders report to a Head of Service or Director and are responsible for the development and implementation of strategy relating to two or more functions within that service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their sphere of influence within the appropriate functional areas.

At this level job holders report to a Head of Service and are responsible for the development and implementation of highly complex and high profile commercial and regeneration transactions the Council is involved in. Therefore the post carries significant responsibilities for finance and reputational risks for the Council. Post holder, being an expert in their field of practice, will make autonomous decisions and lead on the outcome of the transactions they lead for the Council.

The knowledge and skills required

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The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also by a deeper understanding of the city council operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

Thinking, planning and communication

Job holders will use their professional expertise to deal with highly complex, pressing issues on a day to day basis, but will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years ahead, helping to shape their service's composition, approach and operating procedures in accordance with wider goals mandated by the Service directorate.

Job holders will use their professional expertise to deal with highly complex, pressing issues, including initiatives and risk management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the city council's reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on and reasoned argument. This will occur in written interactions and can also be in face to face verbal exchanges where job holders will advocate the city council's position in response to opposing opinion in a formal or informal setting.

Decision making and innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Head of Service or Director and will devise and implement strategic plans in relation to several functional areas.

The limitations to job holder's decision making will be only in respect of the projects that they are leading.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of whole classes of people whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of functional/directorate level policy and operating procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (city council-wide systems) or premises (of extremely high value and critical operational importance).

Roles will have full line management responsibility over an entire functional area with differing specialties and employee profiles.

Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders may at this level find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.