



Legal Assistant (Property)

Salary: Band 8, **£35,235 to £37,937** per annum

Contract: **Permanent**

Hours: **Full time** (37 hours per week, core office hours with a minimum two days per week in the office)

DBS Disclosure at Basic level will be required prior to any offer of employment.

The Service

Portsmouth Legal Services is a friendly hardworking and dedicated team of approximately 40 lawyers and assistant staff who provide commercial and litigation support to the Council departments. We are committed to ensuring an excellent service in all aspects of our work.

The Property Team offers a friendly and supportive environment. Our Property Team lawyers rarely leave, and the current vacancy has arisen due to the retirement of a couple of longstanding and established colleagues. Team management is supportive and can be more dedicated and involved if required and according to your needs, development and practice requirements. The Department priority is to have happy clients, a happy and stable team and to work to a high standard.

What is the role?

- You will assist the Property Team by drafting a range of legal documents related to all areas of work including but not limited to leases, transfers, HMLR documentation, agreements for lease, and general property-related work including taking instructions and dealing with various client matters.
- The role will involve working closely with a number of instructing clients ranging from Housing to Property and the like. You will provide quality advice and support to departments of the Council as allocated to you by the more senior members of the Property Team.
- You will conduct legal research in a variety of areas, assist with progressing cases through to completion and dealing with general queries across a wide range of issues.
- You will liaise with internal and external legal representatives and other external agencies and services. You will be expected to hold cases of your own (subject to supervision) and work to a practice compliance level, that being LEXCEL.
- You will assist colleagues and develop knowledge in all areas of property work as your role develops. You will have opportunities to work as a member of a dedicated team (there are projects that require more than one lawyer). There will be opportunities to branch out and obtain subject expert status, for example in highways, or lease work or within the commercial property scope.

- An interest in assisting the Litigation Team with respect to things like Landlord and Tenant, boundary advice, rights of way and general property advice would also be useful to have or can be something that a candidate could be trained upon to assist.

Who is the person?

You need to:

- Have experience of administrative and legal practice tasks and assisting as part of a team as required - this is desirable, and those without direct legal practice experience are still encouraged to apply.
- Have a Level 6 qualification (bachelor's degree or equivalent) in any subject - law (single or combined honours) is preferred, but other qualifications would be considered.
- Have an ability to carry out legal research.
- Have an interest in developing inter-disciplinary legal skills.
- Have experience of working collaboratively in a team whilst working independently on tasks.
- Be organised with excellent attention to detail and the ability to prioritise your caseload and work to your own initiative as you will be dealing with a varied workload within a fast-paced environment.
- Be a good communicator at all levels. The ability to converse at ease with clients and provide advice in accurate spoken English is essential for the post.
- Be able to ensure your advice is understood, recorded, balanced and justified.
- Have an excellent standard of literacy with the ability to draft legal documents, with support and correspondence to a professional standard.
- Be able to take a comprehensive and inclusive approach to your work with others within your team and legal services.
- Be people-focussed, with an ability to develop relationships on behalf of legal services with our client departments.
- Understand working with integrity in a politically sensitive environment.
- Have experience using Microsoft Office Suite.
- Have a consistent, supportive, respectful, proactive and flexible attitude to support your colleagues in a team environment.
- Be able to demonstrate evidence of your knowledge or interest in legal work and ideally within the scope of property.
- Ensure work is completed within agreed timescales with excellent, clear and consistent outcomes.
- Be adaptable to the changing needs of the service and to support the Council's core business priorities.
- Be committed to working effectively with colleagues to deliver an effective, efficient and excellent legal service, and engaging with internal and external stakeholders.
- Take pride in your success and be committed to team success with a positive and energetic attitude.



- Be committed to developing skills and knowledge of additional legal disciplines relevant to the work of the Property Team.
- Be able to promote and maintain effective working practices, such as compliance with LEXCEL practice accreditation.

Whilst legal practice experience within the property world is desirable all applicants are encouraged to apply - this role would suit someone with experience working within a solicitor's office or HMLR, or those within an embedded knowledge of administrative functions looking for a fresh challenge, a training opportunity and a team structure.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.