

## **Principal Solicitor – Property, Planning and Contracts**

Salary: Band 13, **£59,017 to £66,085** per annum

Contract: **Permanent**

Hours: **Full time** (37 hours per week)

Qualifying Practising Certificate or CILEX Certificate required. You will need to be a qualified solicitor, barrister or CILEX.

DBS Disclosure at Standard level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **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.

### **What is the role?**

You will provide quality advice and support to all departments of the Council on a wide range of matters relating to property, planning and contracts. You will work closely with the Council's asset management team, housing team along with the planning teams and with clients requiring contract advice leading on complex legal matters, from significant capital projects to day-to-day property matters - within the framework of the local government legal landscape. The successful candidate will benefit from existing colleagues being in situ who will cover areas not necessarily within the scope of the successful candidate. The role envisages an ability to look to others at a senior level as "subject leads" and experts in their own right. The role function is to lead the practice grouping of Property, Planning and Contracts.

You will be supported and working alongside the City Solicitor and the Deputy City Solicitor. The role will require an ability to focus upon practice management but does envisage the candidate being able to maintain a personal practice within their own subject area. The management focus.

You will be responsible for the day-to-day management and supervision of a team of legal advisers specialising in property, commercial property, planning and contracts (which will cover subsidy control and procurement issues). You will work closely with the City Solicitor and his deputy to engage effectively with departments and external stakeholders to deliver an effective, efficient, and excellent legal service. This will include regular senior management engagement and direct input with respect to all management issues including budget, cost targets and staff interface.

### **Who is the person?**

#### **You need:**

- To be an experienced principal lawyer in any of the key functions making up the team (property, planning and or contracts) who can hit the ground running

in this demanding role. You will be capable of managing areas within the team in respect of which whilst they may have knowledge are not necessarily subject expert.

- To have a proven track record of professional achievement.
- An ability to identify and solve complex legal problems with a real pragmatic, consistent, flexible and commercial approach to problem solving.
- To be an effective and inclusive manager and supervisor and be able to lead a team to ensure a smooth delivery of the service. You will manage on a day-to-day basis a team of qualified and graduate legal professionals across a range of levels of experience and expertise (undertaking Professional Development Reviews, supervision, performance and absence management etc.) and develop them in conjunction with the City Solicitor and the Deputy City Solicitor. You will also be a member of the department's management team.
- To be responsible and accountable for the delivery of your personal tasks and outcomes along with being able to take ownership of decisions with respect to delegation to other colleagues.
- To be an excellent communicator at all levels with good influencing skills and the ability to engage and develop relationships within our client departments and with people at all levels of the organisation. You will be people-focussed and able to engage and develop relationships on behalf of legal services at meetings at Member, Chief Executive and Director level.
- To be organised with a good attention to detail, being able to deal with unexpected situations. You will be able to prioritise your own varied caseload and allocate with confidence whilst working under pressure to deadlines and agreed timescales.
- To be authoritative, consistent, and persuasive in this challenging post whilst ensuring your advice is understood.
- An understanding of working with respect in a politically sensitive environment.
- An empathetic attitude to colleagues and clients with a real ability to share a vision for delivery and ownership of a task or case.
- To take responsibility, act with integrity, be accountable and be adaptable to the changing needs of the service and to support the Council's core business priorities with a desire to succeed within the role and the organisation.
- To be committed to collaborating effectively with colleagues to deliver an effective, efficient, and excellent legal service, whilst engaging with internal and external stakeholders
- To be an ambitious and creative individual able to bring fresh new ideas to set us apart from others whilst being committed to team success with a positive and energetic attitude.
- To be able to promote and maintain effective working practices, such as compliance with the LEXCEL case management system.
- To be committed to delivering exceptional legal services.
- To be able to accurately bill, instil that necessity within others so that budgets are at all times managed.

You will need to demonstrate tangible evidence of your experience and successes in at least one of the following:

- Development agreements.
- Grant, renewal, assignment, and variation of commercial leases.
- Disposals including overage provisions.
- Advice to members at Planning Committee.
- Timely negotiation and completion of sec106 agreements.
- Advice on highways and rights of way.
- Routine advice to planning officers.
- Advice re- Planning Inspectorate.
- Subsidy Control.
- Procurement processes.
- Contract advice and matters pertaining to the CP Regulations.
- Company structuring and shareholder agreements
- Local government decision-making and powers
- General advice as to Localism 2011 with respect to competency
- Functions and powers with respect to best value, asset disposal and powers of delegation within the constitution.

**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.