

LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Specialist Regeneration and Major Projects Lawyer (Kingston)
Grade:	MGC
Department:	Corporate Services
Location:	
Responsible to:	General Counsel for the Royal Borough of Kingston upon Thames and Assistant Head of Law (Property)
Responsible for:	1 Senior and 2 Assistant Lawyers
Post number:	TBC

MAIN PURPOSE

- To act as the lead and expert legal adviser on regeneration schemes for the Royal Borough of Kingston Upon Thames (“Kingston”), having direct accountability to their General Counsel and providing advice personally to the Chief Executive and Elected members where appropriate as well as being responsible for coordinating advice being given in connection with those schemes by other lawyers within the Practice and external legal advisers.
- To be responsible for providing creative legal solutions on a seamless basis and to provide independent analysis and interpretation of legal issues, ensuring decisions are made lawfully and meet the Kingston’s objectives.

Main Duties and Responsibilities

- To provide customer focused, high quality and responsive specialist legal advice in relation to Kingston’s regeneration and major property projects, including compulsory purchase orders.
- To represent Kingston’s General Counsel at their internal governance boards and to advise those boards on all legal and governance aspects of the schemes under discussion.
- To act as deputy Monitoring Officer for Kingston and to deputise for General Counsel in her absence
- To be responsible for reviewing and signing off on Committee reports and to attend as lead legal adviser at meetings of Kingston’s committees or Full Council
- To procure external legal advisers as agreed by Kingston and to act as intelligent client in relation to any such advisers, overseeing their advice and ensuring that it protects the interests of Kingston
- To ensure that the legal advice and legal services provided to Kingston are cost effective and of the highest quality and solutions orientated

- To support service transformation and change to meet Kingston's needs

To carry an extensive case load of complex and sensitive matters and to manage highly complex or organisationally high profile cases, including but not limited to; drafting legal letters, legal agreements, deeds, notices, orders, consents by-laws as well as negotiating agreements, settlements and such matters, managing competing demands and meeting deadlines .

- Where relevant, to prepare and process all matters relevant to any proceedings before a court, arbitration, mediation or public inquiry and to attend such as Kingston's advocate or, if appropriate, select and instruct appropriate external legal representation.
- To provide advice and support to legal and non-legal junior staff
- To have lead responsibility for providing innovative solutions to deal with complex issues arising in connection with the work within the team and the legal issues presented by clients.
- To lead cross Council project teams – co-ordinating the delivery of complex legal projects with lawyers from multiple teams to Kingston.
- To supervise legal and non-legal junior staff and to supervise and provide line management of a team of fee earning staff
- To deputise for the Assistant Head of Law, Head of Law or the Managing Director, SLLP
- Any other duties as requested by Kingston's General Counsel
- Any other duties within the practice as requested by the Assistant Head of Law, Head of Law or the Managing Director, SLLP

by the Head of the To Shared Legal Service, Managing Director or Assistant Director or the Monitoring Officer of the partner borough they are supporting.

**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

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Grade: MGC

Qualifications and Experience

- Qualified legal executive, solicitor or barrister or chartered legal executive with a background in local government and a minimum of 5 years PQE.
- Excellent knowledge of relevant legislation to the service area and the decision making processes and procedures
- Specific and demonstrable expertise in a, property, regeneration and planning law with the technical skill and knowledge to lead on it for the organisation.
- Experience of leading teams and the ability to manage, inspire and motivate staff

Skills and Knowledge

- Significant personal gravitas and charisma with an ability to operate with confidence and credibility at the highest levels of all authorities. A persuasive and effective influencer who can build partnerships and collaborative working across client councils' officers and the SLLP with clear and concise communication skills.
- An ability to use expert legal opinion to provide practical and innovative solutions to complex legal, contractual or service delivery issues
- Ability to negotiate and draft complex legal agreements and deliver expert legal advice orally and in writing with a proven ability to provide practical, professional and straight forward solutions in delivering major strategic regeneration projects.
- A solid track record of providing proactive, expert, timely and authoritative legal advice and support to senior leaders and key decision-makers at the highest levels
- Ability to work under pressure and respond efficiently to the changing needs of the clients
- Intellectually powerful with a good degree of political nous and experience of operating in politically sensitive environments
- Ability to contribute to the ongoing development of the Shared Legal Service
- Good communication skills, both orally and in writing and good numeracy and analytical skills

- Performance orientated, able to manage and monitor performance effectively set clear objectives for the review of individual and service level performance
- Ability to provide visible support and leadership which empowers, enables and develops staff to achieve results
- Ability to be available to attend premises out of hours to attend evening meetings and in the event of emergencies or urgent management issues in relation to both authorities