

## ROLE PROFILE

<b>Job Title:</b>	Property, Planning & Compulsory Purchase Lawyer	<b>Job Code:</b>	R/L8
<b>Department:</b>	Legal and Governance Services	<b>Version:</b>	1.1
<b>Reports To:</b>	Head of Legal & Governance Services	<b>Date Created:</b>	June 2021
<b>No. of direct reports:</b>	1	<b>Member of:</b>	Corporate Services Directorate Management Team
<b>No of employees in function:</b>	Approx. 27	<b>Grade:</b>	L
		<b>Budget:</b>	N/A

<b>Is this a politically restricted Post?</b>	Yes/ <del>No</del> <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the City Region, be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Providing high quality support to all functions, ensuring processes and systems both protect and enable WYCA in achieving its objectives.



## Job Overview:

- Act as a senior legal advisor, leading the provision of a quality legal service to the Combined Authority providing legal support, guidance, and advice, in relation to all types of land and property transactions.
- Do this in the context of the management of the CA's property portfolio and schemes and projects which the CA delivers or is responsible for, including advising in relation to associated planning, development and CPO matters.

- © Design, implement and maintain the systems required for delivering the objectives of your function to support the CA in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Management:

- Manage and supervise the Legal Officers in all areas of their work, providing training, advice and coaching to assist with personal development in line with CA policies and procedures.
- © Encourage a partnership approach to work across the organisation and externally.
- © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
- © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the CA's Policies and Procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

### Technical Duties:

- Advise on and ensure that the CA is provided with a customer focussed, high performing and pro-active legal service in relation to all of its freehold and leasehold property transactions and related matters.
- Support and advise the CA in relation to any of its projects which have property or development implications for example in the fields of public transport, infrastructure, investment, skills capital, housing and regeneration, environmental and energy sectors.
- Draft and develop bespoke commercial property and development legal documents and establish a precedent library to ensure consistency, high standards and efficiency. Be responsible for the development and management of the statutory land and buildings register.
- Provide or procure as appropriate, legal advice on the use of compulsory powers to acquire land including the preparation or procurement of appropriate agreements with joint promoters or other stakeholders in relation to the promotion of the scheme, compensation, development obligations and property issues and the preparation and service of statutory notices and compliance with these. Provide or procure as appropriate, legal advice on associated planning issues.
- Ensure the CA's statutory powers, governance arrangements, policies and procedures are followed and that reports are prepared for the CA's committees, directors and project/programme boards as required.
- Communicate timely and accurate tactical and strategic advice at all levels across the organisation on legal matters related to property via attending and contributing to committees, writing and delivering presentations and training sessions and writing and reviewing detailed reports for decision making, explaining risk and recommending options.
- Liaise with the CA's Health and Safety Manager and others in relation to using legal property documents (particularly drafting in leases) to ensure and promote high levels of health and safety at the CA's bus stations. Advise on property law issues relating to Tenant Statutory Compliance.
- Liaise with the CA's external Property Surveyors as required to ensure and enable the best use of the CA's property assets from a commercial and practical point of view.
- Use strong analytical skills, sound judgment and application of legal knowledge and expertise to provide accurate and solution focussed advice which demonstrates a thorough understanding of the aims and objectives of the CA.

- Lead and participate in assignments and the delivery of projects as directed or work as part of a team to deliver important schemes and provide advice and assistance to Project Boards and Project Managers during the delivery of projects.
- Monitor new and current legal issues, ensuring team and other stakeholders are informed as appropriate and maintain up to date information in relevant areas.

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.
- © Lead by example on Health & Safety matters, ensuring compliance with the CA's Health and Safety Policy.

### Financial:

- Work with the Finance Department to create and implement a full service charge regime for the CA's tenants. Liaise with the Finance Department to use and work with this regime to ensure best recovery of expenditure for the CA ensuring compliance with regulations on service charge.
- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against Corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

### Impact & Influence:

- Use negotiating and influencing skills directly with the CA's Tenants and their Solicitors on commercial property transactions to achieve best possible outcomes for the CA.
- Demonstrate commercial acumen and an understanding of the CA's business when advising and negotiating on behalf of the CA, applying good communication and influencing skills to best represent the interests of the CA and to achieve its objectives.
- Develop positive working relationships with local authorities, other combined authorities, PTEs, central government bodies and other organisations as appropriate.
- Develop and deliver training and materials across the organisation in relation to all areas of the role ensuring compliance with legislation and standing orders.
- © Represent the interests of your function within the context of the wider aims of the CA both internally and externally.
- © Foster good working relations across the organisation, building effective team relationships.
- © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Qualified Solicitor or Barrister with current practising certificate or full CILEX (Fellowship) qualification. Recent post-qualification experience, ideally in a public sector organisation.
- © Significant experience of successfully working as an in-house legal advisor within the public sector, working at senior level as a property lawyer.
- © Practical experience of successfully performing in a similar role.

- Significant legal and practical knowledge and experience of all aspects of real property, both freehold and leasehold.
- Significant legal and practical knowledge and experience of all procedures relating to the acquisition and disposal of estates and interests in land including in relation to the compulsory acquisition of land.
- Significant legal and practical knowledge and experience of property related large scale projects within the fields of Public Transport, Infrastructure, Regeneration and the Energy sector including in relation to associated planning issues.
- Good knowledge of local government law and practice including a thorough understanding of the political nature of local government and the democratic process.

### People:

- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

### Technical:

- © Demonstrable experience of managing and championing change successfully
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.
- Substantive experience of advising on all aspects of real property including drafting, scrutinising and negotiating a wide range of conveyances/ transfers, leases, tenancy agreements, wayleaves and licences and any associated documents in relation to the organisation's property portfolio.
- Sound judgment and outstanding analytical skills and experience of advising on and drafting complex property related documentation.
- Ideally, experience of advising on major property projects or projects with a significant impact on property related matters within a public sector or transport environment including advising on and undertaking the compulsory acquisition of land and advising on associated planning law matters related to such transactions or projects.
- Ability to write concise, accurate and informative reports and presentations.
- Ability to organise and assimilate complex legal information and convey it to relevant colleagues to facilitate the progression of matters.

### Financial:

- © Demonstrable experience of successfully managing budgets.

### Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
  - © Comprehensive experience of leading, negotiating and influencing stakeholders.
  - © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
  - © Comprehensive experience of providing leadership in a complex public-private sector partnership context.
- Experience of developing and delivering necessary training and materials to a wide range of audiences.

## OUR VALUES & BEHAVIOURS

We are proud of our culture, which is supported by our values and behaviours. You'll want to get the full picture of how we work together to achieve our shared Vision, you can find these on our website.