

POST OUTLINE – SENIOR LEGAL OFFICER

Property Team

The Senior Legal Officer has their own caseload of matters and will deal with the following:

- Administering the creation of deferred payment agreements and the related creation and removal of legal charges pursuant to protecting the Council's interests in care home charges.
- Dealing with the grant of standard form commercial leases through to completion of the lease.
- With supervision dealing with the sale of residential dwellings under the right to buy regime.
- On occasion and with supervision dealing with the purchases and sale of residential dwellings.
- On occasion and with supervision dealing with standard form deed of grant and leases relating to infrastructure e.g. electricity sub-stations, telecom leases.

The Senior Legal Officer will also provide some wider support to the Property Team with a variety of duties. Examples include:

- Arranging various due diligence searches required as part of a land transaction.
- Undertaking Stamp Duty Land Tax returns.
- Undertaking various Land Registry applications.
- Providing assistance to colleagues with various aspects of their matters with colleague supervision.
- Dealing with miscellaneous enquiries concerning encumbrances benefitting our clients.

The examples above of the Senior Legal Officer's role are not exhaustive with the duties remaining flexible to meet the needs of Legal Services Lincolnshire.