

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

DEPARTMENT: Chief Executive's Directorate

DIVISION: Legal Services

DESIGNATION: Right to Buy and Administrative Support Officer **GRADE:** Scale 6

TEAM: Place

REPORTS TO: Senior Property Lawyer **GRADE:** PO8

MAIN PURPOSE OF JOB

To undertake a varied caseload of Right to Buy conveyancing and Right to Buy post completion work and other routine conveyancing and property related work

To carry out all Right to Buy case processing and production of case management system generated Right to Buy information and maintenance of Right to Buy and Right to Buy post completion records

To provide administrative support to the Team where required

PERSONAL DUTIES

CONVEYANCING

1. Undertake Right to Buy conveyancing and Right to Buy post completion matters
2. Undertake other routine conveyancing and property related work including leases, acquisitions and disposals, wayleaves, deeds of rectification, title and boundary enquiries, registration of legal charges on behalf of other Council departments and payments under the Council's Cash Incentive Scheme
3. Be responsible for all conveyancing work in relation to Council mortgages to individuals including dealing with redemptions, overpayments and queries
4. Assist other conveyancing lawyers in the Team as necessary
5. Provide cover for other conveyancing lawyers in the Team as necessary
6. Keep manual and computerised records relating to the conveyancing workload of the Team

7. Deal with enquiries from members, officers, external solicitors, the public, the Land Registry and other outside bodies concerning the conveyancing workload of the Team
8. Prepare reports and papers for meetings and arrange meetings concerning the conveyancing workload of the Team
9. Correspond with members, officers, external solicitors, the public, the Land Registry and other outside bodies

ADMINISTRATIVE

10. Prepare and type confidential reports, letters, spreadsheets, memoranda, standard forms and other legal documents or work as required by the Team.
11. Take telephone messages and deal with Right to Buy or any other conveyancing or property related queries
12. Input information onto Legal Services case management, time recording and other systems as necessary, in accordance with relevant guidelines and instructions. Prepare and produce reports or other information from the system as requested by the Senior Lawyers or the Principal Lawyer from time to time
13. Provide administrative support where required which reflects good office practice including:
 - a) maintaining and updating filing and other manual and computer systems within the Team
 - b) maintaining Team diaries, arranging meetings and travel requirements for staff in the Team
 - c) preparing acknowledgement letters/memoranda and other routine reports or documents
 - d) opening and closing files for the Team
 - e) dealing with invoices for the Team
 - f) preparing Performance Monitoring Reports for the Principal Lawyer
 - g) preparing and maintaining Absence and Training Records for the Team

GENERAL

14. Any other duties which may fall within the purview of the post as determined by the Senior Lawyer and/or Principal Lawyer

15. Carry out the duties and responsibilities of the post with due regard to:
- a) the Council's equal opportunities policies;
 - b) health and safety requirements
 - c) the need to promote the Council's core values and Legal Services and Departmental objectives
 - d) service performance standards
 - e) professional accountability to the Head of Law

INTERNAL CONTACTS

Members and officers within Legal Services and other departments including Lewisham Homes

EXTERNAL CONTACTS

Members of the public, external solicitors, Land Registry.

Signed by Employee.

Signed by Manager.

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PERSON SPECIFICATION

Job Title: Conveyancing and Administrative Support Officer Post No.

Department: Resources - Legal Services

Note for the Candidate

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting interview process for this post. Those categories marked 'S' will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your application form.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application form. If you meet all the other criteria you will be shortlisted and will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

EQUAL OPPORTUNITIES

- (a) Commitment to implement the Council's Equal Opportunities policies.
- (b) Awareness of Equal Opportunities issues. **S**

KNOWLEDGE

- (a) Knowledge of office procedures particularly in a legal office **S**
- (b) Knowledge of current word processing systems **S**
- (c) Knowledge of basic conveyancing **S**

APTITUDE

- (a) Ability to learn and understand new working practices quickly
- (b) Ability to prepare reports/statistics
- (c) Ability to work on own initiative **S**

SKILLS

- (a) Accurate keyboard skills
- (b) Good standard of numeracy and literacy with ability to produce accurate work
- (c) Ability to communicate clearly and concisely in person and on the telephone and in writing **S**
- (d) Good presentation skills including spreadsheets and reports

EXPERIENCE

- (a) Working in a busy administrative and/or routine conveyancing environment **S**
- (b) Preparing reports and preparing papers for meetings and arranging meetings
- (c) Dealing with enquiries from and corresponding with officers, members, the public and external solicitors **S**
- (d) Working methodically under pressure to meet deadlines
- (e) Right to Buy conveyancing and Right to Buy post completion matters **S**
- (f) Other routine conveyancing such as leases, acquisitions and disposals, wayleaves, deeds of rectification, title and boundary enquiries and dealing with the Land Registry **S**
- (g) Keeping manual and computerised records relating to conveyancing work such as post completion enquiries **S**

PERSONAL QUALITIES

- (a) Ability to communicate effectively with member of the public and others **S**
- (b) Ability to follow instructions accurately and effectively **S**
- (c) Ability to work as an effective member of a team dealing with a variety of duties **S**
- (d) Ability to cover for other lawyers in the conveyancing team **S**
- (d) Willingness to learn new skills
- (e) Commitment to service excellence **S**
- (f) Flexibility

GENERAL EDUCATION

Obtain or studying for ILEX, Law degree, Licensed Conveyancers course, or other relevant qualification

CIRCUMSTANCES

Ability, on occasions, to work late to deal with urgent matters

PHYSICAL

Generally candidates must meet standard Lewisham requirements for the post

Proper standard of dress/appearance for Court attendance

Ability to travel to locations within and outside the Borough