



East Cambridgeshire
District Council

Lawyer

Post number: LGS015

Salary: Scale 6

Date: September 2026

Service area: Legal Services

Reports to: Director Legal

Job profile

Purpose

To be a key member of the Council's Legal Services Team, which provides a high quality and comprehensive legal service to the Council, Officers and Members in all areas of local government work; in particular (but not limited to) the areas of conveyancing (including leases), planning obligations, civil and criminal litigation and contracts.

Dimensions

The post holder will report to the Director Legal and will not directly be responsible for managing staff or budgets.

Main duties and responsibilities

1. Work on own initiative and undertake all work assigned in a competent and professional manner, including drafting legal documentation, correspondence and reports, upon instructions.
2. Carry out with care and accuracy the conveyancing (including leases), related property documents and any appropriate administrative procedures in connection with the acquisition and disposal of property, or interests in such property.



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3. Carry out with care and accuracy the negotiation and drafting of planning obligations under s106 of the Town and Country Planning Act 1990 (as amended).
4. Carry out with care and accuracy the drafting of pleadings in connection with civil and criminal litigation and represent the Director Legal in any related proceedings.
5. Carry out with care and accuracy the drafting and completion formalities for contracts, drafting contracts, documentation, correspondence, advice and reports upon instruction or on own initiative where appropriate.
6. Attend meetings as required on behalf of the Director Legal to provide legal advice and to undertake work arising as appropriate.

In all the above cases, to provide timely and accurate legal advice to Committees, Members, Corporate Management Team and Officers in relevant services in relation to the assigned work in accordance with agreed performance indicators.

7. Assist the Director Legal or carry out on the direction of the Director Legal, the training and development of Council staff, as required.
8. Undertake such personal training as may be deemed necessary to undertake the duties and responsibilities of the post.
9. Assist in monitoring and reviewing the performance of such work in accordance with agreed policies, including, although not limited to, any relevant Charter Mark or LEXCEL accreditation or programmes to ensure that aims and objectives are achieved and to make a positive contribution to the formation and implementation of the departmental policies and procedures.
10. Demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Council in the performance of their duties.
11. Respect all confidentiality and principles and practice of the General Data Protection Regulation ("GDPR") AND Data Protection Act 2018.
12. Comply with Health and Safety policies and Legislation.



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13. Participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
14. Carry out any other duties of a reasonable nature as directed by the Director Legal.

Special conditions

The post is designated as politically restricted.

The post is full time (37 hours) and permanent.

There will be a requirement to work occasionally outside of office hours.

Pre-employment checks

None.

Business Travel

Casual car user.



Person Specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Educated to "A" Level Standard or equivalent	Essential	Application
Associate/Graduate Member of Chartered Institute of Legal Executives/legal qualification	Essential	Application
Good standard of general education	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Able to demonstrate at least 5 years' equivalent legal experience, preferably in local government and/or skills fitting for the post	Desirable	Application /Interview
Legal knowledge including the following areas: local government, conveyancing/leases, planning obligations, civil & criminal litigation, contracts	Essential	Application /Interview
Proficient in the accurate and skilful drafting and issue of legal documentation	Essential	Application /Interview



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Ability to communicate clearly and effectively with a diverse range of people and organisations both orally and in writing	Essential	Application /Interview
Ability to prioritise and manage own work and work to constant and moving deadlines	Essential	Application /Interview
Excellent organisational skills to ensure deadlines are met	Essential	Application /Interview
Good analytical and research skills	Essential	Application /Interview
Commitment to the principles of data protection and confidentiality	Essential	Application /Interview
Proficiency in Microsoft Office and willingness to be trained on the Council's IT systems	Essential	Application /Interview



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Able to work accurately and to tight deadlines	Essential	Interview
Ability to use own initiative	Essential	Interview
Problem solving	Essential	Interview
Customer focused and committed to the provision of quality service	Essential	Interview
High level of attention to detail	Essential	Interview
Team player	Essential	Interview
Self-motivated and "can do" attitude	Essential	Interview