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| Principal conveyancing OFFICER**SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job Our Legal Services Directorate ensures that Halton Borough Council and its interests are protected by providing legal, corporate, and constitutional advice, and support at all levels. Legal Services provides a full range of services to HBC, advising on both contentious business, such as anti-social behaviour, prosecutions, licensing, contractual disputes, debt recovery, and non-contentious business, including planning, asset management work and acquisitions. Our Principal Conveyancing Officer will carry out conveyancing and land related tasks of a more complex nature on behalf of the Council.More specific responsibilities include: |
| * Carrying out conveyancing and land related tasks of a more complex nature with regard to the purchase and sale of land on behalf of the Council.
* Carrying out compulsory purchase and similar statutory processes for the Council.
* Meeting conveyancing targets with regard to the Council’s Capital/Land programme.
* Giving assistance, guidance, and advice to other Officers of the Council with regard to the Council’s land ownership.
* Undertaking project work relating to property acquisition concerning development regeneration.
* Processing of documentation regarding land sales and purchases, business tenancies, charges, mortgages, leases, licences, and related transactions.
* Processing of improvement loans and provision of Certificates of Title relating to improvement grant applications.
* Processing freehold reversionary interest sales and administration of Council owned reversionary interests.
* Processing Compulsory Purchase and related Orders.
* Undertaking research into Council land ownership.
* Dealing with general enquiries with regard to land ownership.
* Record keeping, tracking and monitoring of deadlines.
* Assisting with the administration and management of workflow.
* Ensuring confidentiality, sensitivity, and a professional approach in all activities.
* Creating and maintaining document filing using the Council’s Case Management system.
* Ensuring compliance with all legal regulations and guidelines and adherence to the Legal Services practices and procedures as set out in the Office Manual.
* Building effective working relationships both within your team and across the wider organisation.
* Supporting team members and providing on-the-job training.
* Undertaking all core learning and development programmes as required.
* To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate to with the grade of the job.
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| About You |
| You will be either a Fellow of Chartered Institute of Legal Executive (CILEx), Licensed Conveyancer, Graduate Member of CILEx or hold a Law Degree or suitable equivalent.In addition you will have:* Commercial conveyancing experience.
* Ability to work with minimum supervision yet with sensitivity to corporate and departmental issues.
* Ability to handle large caseloads.
* Ability to work as part of a team, be client sensitive, and maintain confidentiality in relation to caseload and the Council’s policy and objectives.
* A flexible and imaginative approach.

As this role involves regular travel across the borough and sometimes further afield, a driving licence and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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