

Job Title: Legal Officer	Team: Legal Team
Responsible to: Head of Corporate Services	Number of people directly managed: 3
<p>Main purpose of the job:</p> <p>The provision of legal and associated services for the Company by coordinating and supervising the work of the in-house legal team and liaising with external solicitors, where required.</p>	
<p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To co-ordinate the provision of legal and associated services for HHL. • To supervise colleagues in the legal team. • To manage the relationship with the external solicitors. • To provide legal services in property and housing matters including conveyancing, advice and (where appropriate) representation and other associated services where required. • To provide tenancy management advice including securing legal sanctions (e.g. ASBOs, injunctions) • Investigating and researching breaches of tenancy, liaising as appropriate with housing management colleagues. • To assist in the provision of Company Secretary services (including tendering procedures) as required. • To provide training and information in legal and associated matters. • To oversee the operation of the Preserved Right to Buy, Right To Acquire and similar schemes. • To oversee the operation of the insurance service including property and public liability matters and the assets register. • To ensure that, within the scope of the role, activities are carried out to high standards of integrity, in accordance with policies and procedures. • To establish, develop and maintain effective working relationships with all work colleagues to ensure an integrated contribution to Company objectives. • To ensure that the Equality and Diversity Framework, Health and Safety Policy, Code of Conduct and other policies (relevant to this post) are adhered to. 	

Working Environment/Physical Challenges

- As part of the role, the post holder will be required to represent the Company in Court.

Financial Responsibility

- Responsible for managing and controlling a budget in excess of £170,000

Responsibility for Non Financial Assets

- To oversee the development and operation of the legal filing and records system.

Standard requirements attached to the job:

- (a) All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- (b) All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
- (c) To recognise health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Herefordshire Housing's Health and Safety policies and any service specific procedures/rules that apply to the job.
- (d) To promote equality as part of the job and to treat everyone with fairness and dignity.
- (e) All individuals are expected to carry out their duties and responsibilities having regard to the Company's commitment to providing a customer focused service.

Please note that where the job holder is disabled every effort will be made to supply necessary aids, adaptations or equipment to allow them to carry out the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Job Holder's Name: _____

Job Holder's Signature: _____

Date: _____

Manager's Name: _____

Manager's Signature: _____

Date: _____