



<b>Role title:</b>	<b>Contracts (Property) Solicitor</b>
<b>Grade &amp; salary:</b>	N-O (£41,919 - £52,488)
<b>Working hours/shift pattern:</b>	37 per week
<b>Additional allowances:</b>	No
<b>Location:</b>	Derbyshire Force Headquarters
<b>Post reports to:</b>	Deputy Head of Legal Services
<b>Suitable for job share or part time:</b>	Yes
<b>Other considerations (e.g. travel)</b>	Casual Travel Allowance

### **Purpose and Description of Job Role:**

The post holder will work within East Midlands Police Legal Services providing advice and support to the Chief Constables and Police and Crime Commissioners of the East Midlands Policing Region in relation to the acquisition and disposal of a range of properties, together with advice and legal support in relation to property and contractual matters generally.

### **Specific Roles and Responsibilities:**

The provision of a full range of advice and legal support in relation to property and contractual matters, including:

- Advising on transactions.
- Drafting and reviewing legal documentation in respect of transactions.
- Presenting information on property and contract related matters both verbally and in written form.
- Reporting to the Deputy Head of Legal Services.
- Other matters commensurate with the role.



## Skills & Experience Required:

### Essential:

- Professional legal qualification as a solicitor, barrister or equivalent;
- Experience of dealing personally with a range of property transactions including complex transactions.

### Desirable:

- Experience of dealing with general commercial contracts;
- Experience of dealing with public procurement work.

## Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with Others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem Solving & Innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and Organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating & Influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal Development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering Results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer Focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational & Technical Awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

Our principles

Doing the right thing   Making a difference   Shaping the future



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