

Job Title:	Legal & Compliance Support Officer
Reporting to:	Solicitor and Compliance Officer
Working closely with:	Property and Surveying Team, Finance Team, parish priests, Headteachers, external agents and legal professionals
Location	SMCC

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

Support the processing of both commercial and residential properties and land for lease or sale by providing high-level administrative and legal support.

Main Duties and Responsibilities

1. Manage internal and external incoming and outgoing communication in relation to property matters, including typing letters, scanning and filing.
2. Document and deed management, including getting documents signed by relevant parties, scanning of documents both virtually and physically and identifying and locating deeds for properties.
3. Maintaining and updating list of property assets.
4. Draft legal documents and letters for checking by the Solicitor.
5. Ensuring invoices are checked and submitted for payment to schedule, and relevant records are updated.
6. Managing property lists via SharePoint and action queries and updates with external agents.
7. Support with the development of individual property sites for parishes and Deaneries.
8. Develop and update internal intranet content for access by employees and parishes.
9. Conduct basic land registry records and searches.
10. General record / file management and printing of documents for signing.
11. Updating the sealing register.
12. Coordinating meetings / committees by preparing agendas, organising invites / links, collating reports, taking minutes and distributing actions.
13. Managing and organising property keys, ensuring contractors or agents have appropriate access.
14. Supporting the management of temporal goods, including the recording of items (statues, candle sticks, furnishings, religious items etc), documenting loans and transfers and arranging access to storage facilities.
15. Prepare property information packs for agents and legal professionals to support property sales and disposals, and supporting associated enquires.
16. Support management of long leasehold residential properties e.g. permissions, transfers and notice fees.
17. Populating standard form licences for school third party occupations and liaison with schools with regard to property queries.

18. Supporting with auditor searches, collation of data for reporting to statutory bodies, subject access requests and complaint information by compiling, checking and redacting information.
19. Data inputting into various systems used by legal, surveying, education and finance.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential
	Good level of education or equivalent experience
	Desirable
	Legal or property qualification or working towards
Experience	Essential
	Working in a legal / property / education environment Liaison with external professional services and stakeholders Record keeping and formal document management Working in a commercial environment
	Desirable
	Land registry process and documentation SAR and knowledge about data protection Complaint management
Skills and Knowledge	Essential
	Strong attention to detail Understanding of legal processes and terminology Excellent communication skills including professional writing skills Microsoft Office suite including Teams and SharePoint Strong organisational skills and ability to manage caseload independently Confident communicator on the phone and in person, dealing with professional services and members of the public And able to build relationships internally and with partners
	Desirable
Personal Attributes	Essential
	Ability to demonstrate the Archdiocese mission, values and behaviours in day to day approach at work Professional in conduct Confident interpersonal skills Solution focussed problem solver Committed to continuous improvement of self and the service, including maximising use of technology Driver with own transport and expectation to visit sites for meetings etc.
	Desirable