



Attorney General's Chambers

Administrative Officer - Property Team

Role:	Administrative Officer - Property Team
Office:	Attorney General's Chambers
Division:	Commercial Division
Location:	Belgravia House
Grade:	AO / Pay Band 7
Responsible to:	Senior Legal Practitioner - Property

Introduction to the Attorney General's Chambers

The Attorney General's Chambers (Chambers) supports the work of His Majesty's Attorney General and His Majesty's Solicitor General—Crown Officers appointed by His Majesty the King. Chambers functions as their legal office and is staffed by Civil Servants, many of whom are qualified lawyers. Chambers occupies a unique, politically neutral, and autonomous position within the Isle of Man Government and is comprised of six legal Divisions: Advisory and Secondary legislation, Prosecutions, Drafting, International Co-operation and Asset Recovery, Commercial, and Litigation. In addition, the Crown Officers are supported by the Crown Division, which delivers the Crown Officers' private office functions, contributes to the effective operation and development of Chambers, and assists in the delivery of the statutory functions of His Majesty's Attorney General.

About the role

As an Administration Officer within the Commercial Division of the Attorney General's Chambers, you'll play an important part in supporting the delivery of the work of the Commercial Division, with a focus on property-related legal services across Isle of Man Government departments, statutory boards, and offices. Working within a small, friendly team, you'll be involved in a wide range of commercial matters and particularly with residential property matters. This will give you the opportunity to develop your knowledge of commercial law, including a case load of conveyancing, leases, licences and land registration matters, while working with colleagues, clients, from across government and external Advocates. This is a varied and rewarding position that suits a motivated team player with strong communication skills and a keen eye for detail. The role will also make effective use of the Legal Case Management System (LCMS) to manage case files, record progress, and support the production and storage of legal documentation.

What will you do?

You will provide administrative support to the Commercial Division (mainly to the Commercial Property Team), assisting with a variety of property-related and commercial legal matters. The role involves preparing and managing legal documentation for both property and commercial matters, supporting property transactions, and liaising with government departments and external Advocates. You will use the LCMS to help manage files, track progress, and support efficient case handling across the team. More detail on the main duties and responsibilities of the post is set out below.

What does that involve?

The post holder will:

- Take instructions from Government Departments and statutory boards.
- Manage their own case load of property and other commercial work allocated by a Legal Officer.
- Draft the required property related legal documentation under supervision of a Legal Officer, whilst progressing cases accordingly.
- Liaise with Advocates and other external parties as necessary.
- Submit relevant applications to the Land or Deeds Registry (where applicable).
- Record, store, and track related information using the LCMS for file management and case monitoring.
- Manage the LCMS self service client Portal on behalf of the Commercial Team with assistance from the Senior Legal Officers in the Commercial Team together with proactive use and promotion amongst the Commercial Division of the LCMS for case progression and process improvement

The post holder will support the following areas of property work:

Grants and Loans

- Drafting and managing financial documentation in line with Government Department instructions.
- Liaising with Advocates acting for applicants as required.
- Preparing receipt or cancellation documentation for registered charges.
- Ensuring the necessary information about the file is accurately recorded in the LCMS.

Residential Conveyancing Matters

- Drafting standard Agreements for Sale, Conveyances and Form 3 Transfers.
- Drafting standard Land Registry documentation.
- Completing searches and reviewing results
- Drafting and sending simple correspondence.
- Shadowing the Property Team Executive Officer in the delivery of certain residential conveyancing matters to broaden experience and skills as continuing development.

Leases and Licences

- Preparing and engrossing leases, licences and other ancillary documents as directed by the Property Team.
- Managing renewals such as grazing licences and other simple licence extensions.
- Maintaining property instruction spreadsheets and KPI information.
- Updating individual files to reflect progress on lease and licence transactions.
- Production of process maps and maintenance of up-to-date user guides.

Land Registration

- Preparing draft Land Registration applications for approval by Property Team members and submitting to the Land Registry. Managing queries from the Land Registry.
- Uploading final approved applications and supporting documents to the LCMS for record keeping.

Searches

To take full conduct of these matters after appropriate training has been successfully completed.

- Carrying out basic property searches using the Land Registry and Deeds Registry systems.

- Undertaking basic title searches online or by attendance at the Land Registry, Deeds Registry, Probate Registry, Companies Registry or Manx Museum.
- Uploading search results and associated information to the LCMS and linking them to the relevant case file.
- Shadowing the Search Officer in undertaking searches to broaden experience and skills.

Commercial Work

- Preparing commercial contract documentation when these have been drafted by a Legal Officer or when they require simple completion of a standard precedent
- Engrossing commercial legal documents as required.
- Preparation of letters, emails and other documents, as required to assist Legal Officers in dealing with commercial matters.

Providing General Administrative Assistance

- Assisting Legal Officers with the engrossment of complex commercial contract documentation. This will require use of Microsoft Word to an advanced level and the ability to manage and index long documents.
- Providing general administrative assistance to the Commercial (Property) Team and the Commercial Team as required, including inputting to the LCMS, photocopying, filing and retrieval of papers.
- Preparing and typing letters, reports and memos (including copy typing as required).
- Monitoring and taking appropriate action for any emails received in shared Outlook mailboxes.
- Maintaining filing and archive systems and updating manuals.
- Processing post and making deliveries.
- Monitoring and managing tasks and reminders through the LCMS, where relevant, to ensure timely completion of actions.
- Providing holiday and sickness cover for other administrative/paralegal staff as and when required, being cognisant and familiar with other administrative roles and responsibilities.
- Undertaking any other duties appropriate to the job and grade as directed by Line Management or other senior staff.
- Reviewing and monitoring the Commercial Division open matters on the LCMS to proactively drive case progression, reporting, and case management housekeeping (file opening, closing, retention/Public Record Office transfer and archiving) as required by the Legal Officers.
- Ensuring Super User access and training is maintained in relation to the LCMS, this will include maintaining templates and workflows for the LCMS in order to maximise efficiencies, on behalf of the Commercial Division
- Preparation of reporting, including executive summaries, case file narratives, and statistics, as directed by Legal Officers with responsibility for monitoring and collating the information provided.

What do you need to be successful in this role?	Essential or Desirable	Method of Assessment
Credibility		
Have 5 GCSEs at grade C (4) or above (including English Language or equivalent)	D	CV
Have relevant experience of working within an office-based legal or property environment	D	CV / Interview
Have relevant experience of dealing with property transactions	D	CV / Interview
Communicate effectively both orally and in writing	E	CV / Interview
Have open conversations, address the issues, and build supportive and positive relationships	E	Interview
Be professional and credible, demonstrating a confident, friendly manner with a strong focus on customer service	E	Interview
Capability		
Have IT literacy skills, in particular a demonstrable proficiency of Microsoft software, mainly Outlook, Word and Excel	E	CV / Interview
Make considered decisions	E	Interview
Encourage innovation and support change	D	Interview
Future focused	D	Interview
Be well organised - able to work independently with a minimum amount of supervision	E	CV / Interview
Have the ability to quickly and accurately assimilate information, particularly of a technical nature	D	CV / Interview
Be a self-motivated person who is happy to self-develop and is eager to learn	D	CV / Interview
Character		
Trust and be trusted	E	Interview
Have positive energy and drive	E	Interview
A critical thinker	E	Interview
Willingness to learn new skills and develop	E	Interview
Must be able to work effectively in a team environment	E	CV / Interview
Other requirements		
Isle of Man Worker	D	Application
Satisfactory Police Check	E	Pre-employment checks