

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Lawyer (Litigation)**

**Vacancy ID: 007412**

Salary: £32,486 - £36,379 Annually

Closing Date: 01/05/2017

### **Benefits & Grade**

Grade P

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Interview Date**

15/05/2017

### **Job Description**

An exciting opportunity has arisen for a qualified lawyer in the Council's Litigation Team.

This post will be the main point of contact for civil litigation and employment law within the Council and experience of these areas of law is therefore required. There will however be opportunities to gain wider legal experience and develop local government understanding.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Amy Wennington, Principal Lawyer (Litigation) on 01325 405466 or Luke Swinhoe, Assistant Director, Law and Governance on 01325 405490.

An online application form and further information are available from [www.darlington.gov.uk/jobs](http://www.darlington.gov.uk/jobs). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

**DARLINGTON BOROUGH COUNCIL**  
**NEIGHBOURHOOD SERVICES & RESOURCES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	LAWYER (LITIGATION)
<b><u>GRADE :</u></b>	Grade P
<b><u>JOB EVALUATION NO. :</u></b>	A204
<b><u>REPORTING RELATIONSHIP</u></b>	PRINCIPAL LAWYER (LITIGATION)
<b><u>JOB PURPOSE :</u></b>	<p>To act as a key member of the Litigation Team, delivering legal services to the Council and external clients in relation to civil litigation and employment matters.</p> <p>To help with other aspects of litigation and legal work as may be required.</p> <p>To contribute to the overall management of Legal Services</p>
<b><u>POST NO.</u></b>	D10063
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1 , Expected Competencies for all employees

**MAIN DUTIES/RESPONSIBILITIES**

1. To be responsible for the provision of a comprehensive quality legal service on all aspects of employment law and civil litigation.
2. To be responsible for providing a strategic and proactive civil litigation and employment advisory and consultancy service to the Council and external clients.
3. To deal with a caseload of employment work and civil litigation, including tribunal and court work.
4. To establish and maintain effective working relationships with key clients and stakeholders.
5. To support the Principal Lawyer (Litigation) in providing a strategic and proactive legal service to the Council and external clients, within the Litigation Team's remit, by seeking to anticipate issues and become involved with ideas, initiatives and projects at an early stage.
6. To draft court applications, prepare witness statements, deal with correspondence, brief and instruct counsel and other experts, negotiate with other parties, oversee the preparation of bundles and ensure cases are ready for trial.
7. To attend such meetings, with officers, members, clients, stakeholders, or other persons as may be required.

8. To attend and present cases (subject to rights of audience), including contested hearings at courts, tribunals, panels and other hearings, as required. To instruct Counsel, where appropriate.
9. To attend and advise the Council Appeal Panels (such as the Introductory Tenancy Appeal Panel and Human Resources Appeal Panel) and such other panels as may be required.
10. To undertake complaint investigations concerning allegations of breaches of the Code of Conduct by Members.
11. To undertake legal research as required.
12. Advise and attend other relevant Committees or Sub Committees (for example Licensing or Scrutiny) consistent with the duties of the post.
13. To review draft reports that are referred, considering legal, policy, procedural and constitutional implications and to comment on and advise clients.
14. To write reports or make amendments to reports as may be necessary.
15. To devise and deliver appropriate training seminars and courses for staff, members, clients and others.
16. To ensure that all matters within your care and conduct are properly and expeditiously progressed in accordance with best practice.
17. You must follow relevant policies, office procedures, quality and practice management standards.
18. To assist the Principal Lawyer (Litigation) in the management of the Litigation Team.
19. To train, delegate and allocate work to other members of the Litigation Team
20. To support members of the Litigation Team in dealing with the more challenging aspects of their work by the appropriate level of involvement.
21. You must work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
22. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
23. Carry out your role in line with the Council's Equality agenda.
24. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
25. Any other duties of a similar nature related to this post that may be required from time-to-time.

***THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE***

Date : 10 January 2017

**DARLINGTON BOROUGH COUNCIL**

**NEIGHBOURHOOD SERVICES & RESOURCES**

**PERSON SPECIFICATION**

**POST NO. D10063**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
<b>Qualifications &amp; Education</b>			
<b>1</b>	Qualified Solicitor, Barrister or Legal Executive with current practising certificate and with rights of audience	<b>E</b>	
<b>2</b>	Degree level education		<b>D</b>
<b>Experience &amp; Knowledge</b>			
<b>3</b>	Working knowledge /practical experience of dealing with civil litigation (including debt recovery) and Employment law and Tribunals	<b>E</b>	
<b>4</b>	Experience of attending and presenting cases at courts, panels, hearings and tribunals	<b>E</b>	
<b>5</b>	Experience of interpreting legislation, case law, policy or procedures to give recommendations and advice	<b>E</b>	
<b>6</b>	Experience of effective negotiating to reach satisfactory outcomes	<b>E</b>	
<b>7</b>	Working knowledge /practical experience of dealing with legal work in any of the following areas: <ul style="list-style-type: none"> <li>• Prosecutions (including public protection matters such as environmental health and trading standards)</li> <li>• Injunctions and anti-social behaviour casework</li> <li>• Public Sector Housing</li> <li>• Licensing law and Committees</li> <li>• Regulation of Investigatory Powers Act</li> </ul>		<b>D</b>
<b>8</b>	Experience of working in local government		<b>D</b>
<b>9</b>	Experience of staff management/supervision		<b>D</b>
<b>Skills</b>			
<b>10</b>	Ability to listen and communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	<b>E</b>	
<b>11</b>	IT Literate, capable of using MS office packages	<b>E</b>	
<b>12</b>	Ability to summarise and interpret complex and conceptual matters to aid others' understanding and aimed at their needs	<b>E</b>	

13	Ability to work as part of a team, sharing tasks and providing cover as necessary	E	
14	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	E	
15	Able to prioritise workload and to plan and allocate tasks to meet deadlines	E	
16	Effective advocacy, negotiating, influencing and persuasive skills	E	
17	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
18	Ability to solve problems and make difficult (good call) judgments	E	
19	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
<b>Personal Attributes</b>			
20	Ability to work under pressure and to prioritise	E	
21	Ability to inspire and to command respect and confidence.	E	
22	Able to deal with potentially difficult, challenging and confrontational situations.	E	
<b>Special Requirements</b>			
23	To comply with current legal practice management standards, regarding file maintenance, time recording and so on	E	
24	To work outside office hours as required by the needs of the service	E	
25	Access to reliable transport in order to carry out the travelling requirements of the post.	E	
26	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.