

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees 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.

## **Senior Legal Officer**

**Vacancy ID: 008595**

Salary: £29,323 - £31,601 Annually

Closing Date: 19/03/2018

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

We are seeking an experienced lawyer to join our Legal Team to provide legal advice and support on children social care matters including advocacy and attendance at court, and conduct of cases appropriate to the post.

If you have:

- a professional legal qualification or are part qualified
- experience in providing legal advice and support
- excellent communication skills
- a flexible and resilient approach to work
- enjoy working as part of a team,

We would love to hear from you!

The Council's Legal Team provide legal advice and support on a range of legal disciplines to services across the Council and you will be provided with the support and opportunities to develop your legal experience and expertise specifically on children social care but also on other related legal matters as appropriate. The Council also offers exciting opportunities for your own development through our talent network and Shaping a Brighter Future programme.

### **Working for the Council**

Stockton-on-Tees Borough Council is ambitious and committed to providing excellent services to the community we serve. We pride ourselves on being challenging, innovative and well organised. The Council is also a great place to work - we work hard but are also valued, trusted and supported to be the best we can be, never losing sight of the fact that we are here to serve the people of the borough.

We offer a range of employee benefits including membership of the Local Government Pension Scheme, family friendly policies such as flexible working and flexi time, health and wellbeing support, and access to discounts and other benefits including car lease scheme.


For more information on working for the council, our culture and behaviours, and employee benefits please visit <https://www.stockton.gov.uk/stockton-council/working-for-the-council-including-stockton-council-jobs/>

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

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

For a further informal discussion, please contact Jill Douglas, HR and Legal Services Manager, on (01642) 526309

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

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>HR, Legal &amp; Communications</b>		<b>Service Area:</b>  <b>Legal Services</b>	
<b>JOB TITLE: Senior Legal Officer (Children Social Care)</b>			
<b>GRADE: K</b>			
<b>REPORTING TO: Lead Solicitor (Children Social Care)</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  To provide high quality legal advice and support to the Council in an efficient and cost effective manner and in accordance with relevant legislation, policies and best professional practice.  Under the supervision of the Lead Solicitor (Children Social Care) and working closely with colleagues across the service and specifically within the team, to deliver Children Social Care legal advice, support and representation.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	To provide legal advice to Officers and Members on Children Social Care and related matters and conduct casework independently (subject to supervision by the Lead Solicitor).	
	2	To represent the Council at Court Hearings, Tribunals, Appeals and Inquiries.	
	3	To deputise at meetings and hearings as required.	
	4	To work with Directorates and external Partners to develop and provide a professional Legal Service that delivers the Council and Legal Service objectives and priorities.	
	5	To make a positive contribution to corporate strategies, projects and policies and to assist in their effective implementation on a corporate basis.	
	6	To assist in interpreting and analysing obligations required of the Council as a result of legislative changes and to ensure that current legislation is adhered to in the development and provision of services.	
	7	To participate in the annual Council and Directorate Business Planning process.	
	8	Keep up to date with any changes in the law by use of relevant software, internet and other resources to ensure that clients receive effective and efficient legal advice.	
	9	To make a positive contribution to the work of the Legal Services.	
	10	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
<b>3. GENERAL</b>			
<b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade of K using the NJC Job Evaluation scheme as adopted by Stockton Council.			

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Council Values, Behaviour Framework, Code of Conduct** - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** - The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

## PERSON SPECIFICATION

Job Title/Grade	Senior Legal Officer (Children Social Care)	Grade K
Directorate / Service Area	HR, Legal & Communications	
Post Ref:	008595	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>Good standard of general education</li> </ul>	<ul style="list-style-type: none"> <li>Graduate</li> <li>Qualified to ILEX standard, or equivalent</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Recent experience of legal practice including advocacy or making presentations in a public setting such as Council and Committee meetings</li> <li>Provision of legal advice relating to Children Social Care and/or</li> <li>Experience that demonstrates a flexible approach, willingness and confidence in the ability to develop knowledge and understanding in new areas of law</li> </ul>	<ul style="list-style-type: none"> <li>Working in a local government service</li> <li>Advocacy in contested cases</li> <li>Providing legal advice at public meetings such as Council and Committee meetings or multi-disciplinary meetings</li> <li>Working within a Children Social Care Legal Team</li> </ul>	Application form /Interview

Skills	<ul style="list-style-type: none"> <li>• Ability to demonstrate political sensitivity and awareness.</li> <li>• Ability to negotiate and communicate at a level consistent with the duties of the post.</li> <li>• Ability to prioritise service issues and determine degree of personal involvement/delegation to others.</li> <li>• Understanding of and ability to promote and encourage a corporate approach by employees.</li> <li>• Knowledge of Local Government Services in general.</li> </ul>		Application form /Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Strong Commitment to the public service.</li> <li>• A high degree of integrity.</li> <li>• Calm and able to work sensitively with difficult situations.</li> <li>• Uses political judgement and sensitivity.</li> <li>• Strong interpersonal and networking style.</li> <li>• Committed to acting corporately and collaboratively.</li> <li>• High-level of drive and motivation to achieve.</li> <li>• Outcome and achievement focussed.</li> <li>• Committed to equality of opportunity in employment and service delivery.</li> <li>• Committed to continuous improvement.</li> </ul>		Application form /Interview
Other requirements		Current driving licence and use of car for business travel due to need to attend at court and meetings within and outside of the borough.	Application form/interview

## **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 JNC Craft Agreement 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 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 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **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 towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. 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 DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.