

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 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 (Property, Contracts and Regulatory)

Vacancy ID: 008720

Salary: £37,306.00 - £40,057.00 Annually

Closing Date: 29/04/2018

Benefits & Grade

Grade N (pay award pending)

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Stockton-on-Tees Borough Council is 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.

The Council's vision is of a borough that is more confident, more vibrant and more successful than ever before. This is both an exciting and challenging time to join the Council and help deliver this vision.

We are looking for a Lawyer who shares our values, ambition and culture, to join the Property, Contracts and Regulatory Legal Services Team ideally with experience in the delivery of commercial projects and property transactions including transfers and leases of land, academy conversions, regeneration and development schemes and larger projects involving collaboration with external partners. The ideal candidate will have relevant practical experience in commercial property but will also be flexible and willing to assist and develop experience in planning and licensing, contracts and public procurement

Applications from NQ Solicitors and Legal Executives (Fellow) with significant relevant experience are welcomed.

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

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Jill Douglas, HR and Legal Services Manager on 01642 526309 or April Pilgrim, Lead Solicitor (Property, Contracts and Regulatory) on 01642 526301.

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

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

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: HR, Legal & Communications		Service Area: Legal Services	
JOB TITLE: Lawyer (Property, Contracts and Regulatory)			
GRADE: N			
REPORTING TO: Lead Solicitor (Property, Contracts and Regulatory)			
1.	JOB SUMMARY: 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 line management of the Lead Solicitor (Property, Contracts and Regulatory) and working closely with colleagues across the service and specifically within the team, to deliver Property, Contracts and Regulatory (Licensing and Planning) legal advice, support and representation for and on behalf of the Council.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To provide legal advice to Officers and Members on Property, Contracts and Regulatory and related matters and to conduct casework independently.	
	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.	
3.	GENERAL		
Job Evaluation - This job description has been compiled to inform and evaluate the grade of N 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	Lawyer (Property, Contracts and Regulatory)	Grade N
Directorate / Service Area	HR, Legal & Communications	Legal Services
Post Ref:	18901	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Solicitor or Barrister or FCILEX, fully qualified to practise in England and Wales Current practising certificate or eligible to successfully apply for a practising certificate 	<ul style="list-style-type: none"> Degree 	Application form
Experience	<ul style="list-style-type: none"> Recent significant experience of legal practice Provision of legal advice relating in at least one related area of property, contracts, and regulatory (licensing and planning) Advocacy, making presentations or providing legal advice at public meetings such as Council and Committee meetings or multi- disciplinary meetings. Experience that demonstrates a flexible approach, willingness and confidence in the ability to develop knowledge and understanding in new areas of law 	<ul style="list-style-type: none"> Working in a local government service Advocacy in contested cases 	Application form /Interview
Skills	<ul style="list-style-type: none"> Ability to demonstrate political sensitivity and awareness. Ability to negotiate and communicate at a level consistent with the duties of the post. Ability to prioritise service issues and determine degree of personal involvement/delegation to others. Understanding of and ability to promote and encourage a corporate approach by employees. 		Application form /Interview

	<ul style="list-style-type: none"> • Knowledge of Local Government Services in general. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Strong Commitment to the public service. • A high degree of integrity. • Calm and able to work sensitively with difficult situations. • Uses political judgement and sensitivity. • Strong interpersonal and networking style. • Committed to acting corporately and collaboratively. • High-level of drive and motivation to achieve. • Outcome and achievement focussed. • Committed to equality of opportunity in employment and service delivery. • Committed to continuous improvement. 		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 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 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.