

# Job Description

Ref no	4536
--------	------

<b>Service</b>	Law and Governance
<b>Service Area and Team</b>	Legal Services, Corporate and Regulatory Team
<b>Post Title</b>	Principal Lawyer, Corporate and Regulatory Team
<b>Grade</b>	Grade 11
<b>Reports to</b>	Legal Team Manager, Corporate and Regulatory Team
<b>Responsible for</b> (employees or equivalent)	N/A
<b>Job Purpose</b>	
To provide legal advice and representation for client department, committees, officers, and Elected Members	
<b>Job Content</b>	
<p>Reporting to the Legal Team Manager, Corporate and Regulatory Team, and working alongside the Senior Lawyers, Lawyers, and Legal Assistants, the postholder will:</p> <ol style="list-style-type: none"> <li>1. provide advice to Committees, members individually, chief officers, and officers of relevant departments in relation to: <ul style="list-style-type: none"> <li>• Corporate governance;</li> <li>• Company law;</li> <li>• Contract law and procurement;</li> <li>• Common Law;</li> <li>• Environmental Health law;</li> <li>• Consumer Protection,</li> <li>• Licensing law</li> <li>• Non-safeguarding prosecution matters;</li> <li>• Non-safeguarding civil court applications; and</li> <li>• Other legal issues as required</li> </ul> </li> <li>2. draft all necessary documentation, proceedings, correspondence, and reports as required;</li> <li>3. provide representation, or attendance, at meetings of Council committees and groups, together with advocacy in Courts and Tribunals, as required;</li> <li>4. participate in an out of hours legal service, when required;</li> <li>5. act as Team Coordinator for the Senior Lawyers and Lawyers;</li> <li>6. supervise the Legal Assistant(s); and</li> </ol>	

**Date:** November 2021 **Version:** 3 **Author:** Director of Law and Governance



North Tyneside Council

7. deputise for the Legal Team Manager, Corporate and Regulatory Team, as and when required.
<b>Climate Change Values and Behaviours</b>
<ul style="list-style-type: none"> <li>We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling</li> </ul>

Special Requirements of Post	
Working Conditions e.g. working outdoors	Office-based activities.
Working Arrangements e.g. evenings, weekends, shifts	Predominantly office hours, but with occasional out of office hours meetings (Council / Cabinet).
Physical Requirements e.g. driving, lifting, working in constrained positions	Basic physical effort, including office IT-based activities, and carrying case files.
DBS and Safeguarding Checks required	No.
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	No.
Politically Restricted?	Yes.

# Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	<ol style="list-style-type: none"> <li>1. Ability to communicate and reason verbally and in writing.</li> <li>2. Logical reasoning skills.</li> <li>3. Presentational skills.</li> <li>4. Knowledge of areas of work relevant to the post.</li> <li>5. Ability to work with no supervision, and to supervise and mentor others.</li> </ol>	<ol style="list-style-type: none"> <li>6. Advanced knowledge of Local Government law and practice.</li> <li>7. Willingness to develop expertise in other areas of work.</li> <li>8. Flexible approach to working outside immediate areas of expertise.</li> </ol>	Application Form Interview References

**Date:** November 2021 **Version:** 3 **Author:** Director of Law and Governance



North Tyneside Council

Qualifications and Training including Professional Registrations required	1. Admitted Solicitor; called Barrister; or Fellow of CILEX.	2. Local Government Training Contract or experience.	Application Form Certificates Interview
Skills & Experience	1. Highly developed professional skills - drafting, advising, negotiating, research, interviewing, advocacy. 2. Substantial experience of relevant legal matters. 3. Typically, at least 5 years p.q.e. in relevant practice areas.	4. Local Authority experience. 5. Substantial experience of giving advice to committees.	Application Form Interview References
<b>Special requirements</b>			
<b>Factor</b>	<b>Essential</b>		<b>Assessment method</b>
Occupational requirements under the Equality Act 2010 e.g. age, sex, religion	1. Current UK Practising Certificate. 2. Willingness to be flexible to changing demands of work (e.g. unsociable hours or evening meetings) and deadlines. 3. Availability to provide out of hours legal advice, when required.		Application Form Interview References

**Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT and insurance documentation.**

