

Job Description

Ref no	4536
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Service	Law and Governance
Service Area and Team	Legal Services, Safeguarding and Litigation Team
Post Title	Principal Lawyer, Safeguarding and Litigation Team
Grade	Grade 11
Reports to	Legal Team Manager, Safeguarding and Litigation Team
Responsible for (employees or equivalent)	N/A
Job Purpose	
To provide legal advice and representation for client department, committees, officers, and Elected Members	
Job Content	
<p>Reporting to the Legal Team Manager, Safeguarding and Litigation Team, and working alongside the Senior Lawyers, Lawyers, and Legal Assistants, the postholder will:</p> <ol style="list-style-type: none"> provide advice to Committees, members individually, chief officers, and officers of relevant departments in relation to: <ul style="list-style-type: none"> Child protection and adoption matters (including Freeing for Adoption); Adult protection matters; Special Educational Needs and Disability matters; Employment law; Education and Schools Law and Prosecutions; Civil court applications (safeguarding matters); and Other legal issues as required. draft all necessary documentation, proceedings, correspondence, and reports as required; provide representation, or attendance, at meetings of Council committees and groups, together with advocacy in Courts and Tribunals, as required; participate in an out of hours legal service, when required; act as Team Coordinator for the Senior Lawyers and Lawyers; supervise the Legal Assistant(s); and deputise for the Legal Team Manager, Safeguarding and Litigation Team, as and when required. 	

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



North Tyneside Council

Climate Change Values and Behaviours

- 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

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.	Responsible for administration of legal elements of safeguarding process.
Politically Restricted?	Yes.

Person Specification

Job Criteria

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

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Qualifications and Training including Professional Registrations required	1. Admitted Solicitor; called Barrister; or Fellow of CILEX with the CILEX Advocacy Certificate, or willingness to obtain this certificate.	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
Special requirements			
Factor	Essential		Assessment method
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.

