

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b>	Newly Qualified Lawyer	<b>Director/Service/Sector:</b> Legal Services		<b>Office Use</b>
<b>Band:</b>	8	<b>Workplace:</b> County Hall/Agile working		JE ref: 3829
<b>Responsible to:</b>	Senior Solicitor/Principal Lawyer	<b>Date:</b> April 2021	<b>Manager Level:</b>	HRMS ref:
<b>Job Purpose:</b>				
To provide a high quality legal service to the Council and its officers within identified subject areas.				
To undertake legal work to which s/he is recruited; within at least one of the following teams by advising and representing the Council and various related bodies, with some supervision, in relation to: -				
<ul style="list-style-type: none"><li>• Children and Adult Care e.g. work for Children’ Services or Adult Services on any issue arising from the care of children and young persons and the protection of vulnerable adults.</li><li>• Corporate &amp; Governance e.g. a wide range of issues involving Property, Procurement, Employment and Common Land &amp; village greens adult care, education, pensions, employment and other matters.</li><li>• Governance e.g. all aspects of the ethical standards regime as it affects the County Council, Town and Parish Councils, Property, Environment &amp; Procurement including highways and common land &amp; village greens</li><li>• Regulation e.g. a range of work in relation to litigation, housing, planning, licensing, trading standards and environmental health.</li></ul>				
<b>Resources</b>	Staff	A team of support staff and legal officers.		
	Finance	Handling cheques and invoices to the value of £30,000		
	Physical	Ongoing responsibility for sensitive data stored in legal files, laptops and dictation equipment both in and out of the office. Careful use of PC, and ancillary office equipment.		
	Clients	Elected Members, Committees and sub-committees, working groups, departments (including officers of all levels) and related bodies.		
<b>Duties and key result areas:</b>				
<ol style="list-style-type: none"><li>1. With some supervision, provides an expert legal service to the Council and its officers, in relation to the particular subject and specialist areas. Areas of work may be varied from time to time and the post holder may be called upon to support the work of Legal Services outside particular subject areas if the occasion demands.</li><li>2. Attends and advises Committees and Sub-Committees and other members and officers working groups.</li><li>3. To prepare evidence, witness statements, experts reports and draft Orders in legal proceedings</li><li>4. To conduct advocacy (often without notice) personally and through Counsel, within the magistrates Court and County Court.</li><li>5. The post holder will be required to give legal advice and assistance, support the democratic process and protect the integrity of the Council</li><li>6. Advising client departments on individual development and redevelopment projects/schemes from conception through to legal completion with subsequent monitoring for the full duration of the project.</li><li>7. Preparing legal orders and notices and responding to enquiries both verbally and in writing with some supervision.</li><li>8. Deals with a wide range of external sources, including members of the public, resolving non-routine or contentious issues with some supervision.</li><li>9. Contributes to the Legal Services section’s continued achievement of quality standards</li><li>10. To actively promote the equalities and diversity agenda in the workplace and in service delivery.</li></ol>				

11. To keep up to date with developments in particular subject areas of law, legal practice and local authority services and relevant changes in practice and procedure affecting the Council and to take responsibility for self development and meeting the Law Society's continuing professional development requirements.
12. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

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#### **Work Arrangements**

Transport requirements:	Regular travel to courts located both within and without Northumberland. Occasional need to travel to other service locations to provide legal advice. Attend training courses at various venues.
Working patterns:	37 hours per week, day work. Flexible working hours apply depending on workload. Evening work required to provide legal advice to planning and other committees. Regular weekend work (often without notice) may be necessary to meet the demands of the service this may include attending emergency hearings before Magistrates.
Working conditions:	Office or home based working with requirement to travel in and out of the county and to visit people in their homes. Regular exposure to material and situations likely to cause distress such as photographs and taking statements from vulnerable or distressed witnesses. Regular potential exposure to highly disagreeable, unpleasant or hazardous situations when dealing with controversial or difficult situations such as removal of children or evictions. The post-holder will also be required to assess and address the risks to personal safety when dealing with certain situations.

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**PERSON SPECIFICATION**

Post Title: Newly Qualified Lawyer		Director/Service/Sector: Legal Services		Ref: 3829
Essential		Desirable		Assess by
Qualifications and Knowledge				
Qualified Solicitor or Barrister or Fellow of the Institute of Legal Executives holding a current practicing certificate.		Knowledge of local government law. Experience in one or more of the areas of law relevant to the team in which the post holder will be working.		
Experience				
Experience of giving advice on a very wide range of legal topics. Experience in using office and on-line applications on a personal computer, including legal reference texts. Experience of providing advice in a sensitive political environment. Experience of advocacy personally and through Counsel. Experience of drafting legal documents, contracts and preparing case files for litigation.		Experience of giving advice on local government law. Experience using Microsoft Office and on-line facilities.		
Skills and competencies				
Ability to analyse issues and provide clear advice to ensure that the County Council complies with its legal obligations whilst enabling solutions to problems to be found. Knowledge of current legislation and common law as they affect local government. Ability to work with minimal supervision. Excellent interpersonal, communication, persuasive and negotiating skills. Excellent problem solving ability and project management skills involving planning over the medium-term to enable achievement of overall Service goals. Able to establish and maintain a high level of personal and professional credibility within the Service and with clients. Able to assist clients and witnesses particularly where required to give evidence at Court. Experience of working in an in-house local government Legal Service Politically aware Able and willing to adapt to new areas of work, takes the initiative and relishes the challenge of doing so and is able take on tasks/duties outside his/her field of expertise competently recognising when he/she lacks the requisite knowledge and requires professional support and supervision Proven ability to manage a varied workload of complex matters with some supervision Awareness of the policies aims and objectives of the Council as a whole and Service Groups Skilled draftsman able to produce innovative drafting solutions to issues including in the co-ordination of a number of documents across projects Able to devise, prepare and deliver training		Wide knowledge of current English and EU legislation and common law as they affect local government. Ability to design, prepare and deliver training to officers and members of the Council. Ability to produce accurate and accessible reports for consideration and determination by senior management and elected members.		
Physical, mental, emotional and environmental demands				
Usually works in a seated position. Some standing, walking, stretching, lifting or driving.				

<p>The role may require heavy lifting of case papers to and from court.</p> <p>Frequent use of a PC</p> <p>Ability to sustain prolonged periods of intense concentration, often for periods in excess of 3 hours when undertaking complex case work.</p> <p>Ability to work under intense pressure from deadlines, regular interruptions and conflicting demands. Mental agility is also required as the postholder will be regularly required to meet demands across a varied range of activities.</p> <p>Dealing with persons who lack capacity, child abuse cases, the homeless and other similar cases can result in regular intense emotional demands.</p> <p>The role may involve frequent contact with a wide range of individuals who through their circumstances or behaviour place intense emotional demands on the post-holder or expose them to unpleasant or hazardous conditions. The post-holder must be able to demonstrate that they are able to act in a balanced and professional manner.</p> <p>The role requires the ability to deal with highly emotive and charged situations especially in emergency situations and have an awareness of the desired outcome which can have serious consequences for vulnerable people.</p>		
<b>Motivation</b>		
<p>Willing to be flexible and adopt new ways of working to manage a varied workload.</p> <p>Able to take own initiative to be proactive and work independently to ensure tasks are completed on time and to the required standard.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p>		
<b>Other</b>		
Ability to meet the transport requirements of the post.	Ability to drive to various locations around the County.	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits