

Job Description

	For HR use only	Vacancy Ref No: 0730
Directorate	Resources	
Service and Team	Legal Services	
Post Title	Principal Lawyer	
Grade	11	
Reports to	Legal Manager	
Responsible for (employees / equivalent)	<p>The post holder does not have line management responsibility for staff.</p> <p>The post holder will provide assistance to the Legal Team Manager in undertaking supervision of staff within the [INSERT TEAM] including:</p> <ul style="list-style-type: none"> • Lawyer(s) • Legal Assistant(s) • Trainee roles which may be placed within the team for a period (trainee solicitors, apprentice solicitors, trainee legal executives) • Such other staff as may be appropriate <p>In the absence of one or more of the Legal Team Managers to assist with the management and supervision of other staff within Legal Services and the Registration Service.</p>	
Job Purpose		
<ul style="list-style-type: none"> • To support the delivery and management of effective and efficient Legal Services to the Council via effective work and the supervision of staff within a specialist team • To act as a leading professional within a specialist team, advising upon complex legal and policy matters, providing support to the Legal Team Manager and guidance and assisting with supervision of staff within the team • To support the Training Principal and Legal Team Manager with the development of trainee and apprentice solicitors, legal executives and others, including their supervision during team placements • To deputise for the Legal Manager where appropriate and in accordance with any sub-delegation scheme and to provide cover for other team managers where required 		
Job Content		
Duties will include the following:		

- Provide assistance to the Legal Team Manager in undertaking supervision of legal staff
- Provision of support to the Legal Team Manager in their strategic management and planning in respect of the team and the client demands upon its resources. To include input into the formulation and implementation of Service Plan and Team objectives
- Act as a lead professional within the Legal Team and in relation to the specialisms for which they are responsible, providing direction, support, guidance, and supervision to their team members and supporting the delivery and management of effective and efficient Legal Services to the Council
- Lead and/or collaborate with colleagues on policy and plans in relation to the Legal Team for which they are responsible and for issues across Legal Services and the Council as appropriate
- Provide strategic legal advice on complex matters, including assisting team members and providing direction and advice with regard to the legal cases conducted by colleagues
- Lead on complex cases or projects
- Responsible for securing and maintaining positive working relationships with external clients and stakeholders relevant to the work of the team
- Develop and promote co-operation and influence others through communication and engaging effectively with key stakeholders, internal and external partners to plan, develop and deliver positive outcomes
- Support the Legal Team Manager in the development, delivery and maintenance of a responsive customer-focused team
- Motivate and encourage colleagues within the team and across the service to deliver excellent services
- Facilitate a learning culture within the team, enabling others to gain knowledge, learn new skills and meet challenges
- Support the Training Principal and Legal Team Manager with the development of trainee and apprentice solicitors, legal executives and others, including their supervision during team placements
- Provide professional legal advice and guidance as required to the Council, its Committees, the Elected Mayor and Cabinet and Officers, relevant to the functions and duties of the Council, including via the effective supervision of or support to colleagues within the Legal Services team resource and/or instructing external advisors where required.
- Responsible for:
 - undertaking and supervising complex legal tasks, including the provision of legal advice and representation;
 - the preparation of reports for consideration by Members and officers, and

attending and advising at meetings of the Council, Cabinet, Scrutiny and such other Committees and working groups as required.

- Facilitate the proper and expeditious dispatch of the legal business of the Council in accordance with legal and constitutional requirements
- Pro-actively leading and supervising on key legal matters within the remit of the team [refer to appendix 1 for a general summary of the split of the teams] and on occasions across Legal Services
- Represent or arrange representation of the Council at Courts, Tribunals and other hearings and to undertake or supervise the preparation of the Council's case.
- Support the management and development of staff within the team and assist the Legal Team Manager in ensuring appropriate levels of expertise, skills and abilities.
- Will provide out of hours legal support on occasion, usually by prior arrangement or in the event of urgency
- Facilitate the team in maintaining high performance and set clear objectives through supervision and IPR process.
- Effectively encourage and motivate colleagues to be proactive in their personal development and training and keep up to date with working knowledge and best practice associated with the areas of work across the team
- Effectively support the overall performance of the team including supervising the legal controls to ensure regulatory compliance
- Upon the request of the Legal Team Manager to undertake management and Human Resource related matters for the team in accordance with Council policy and procedures
- Will facilitate the health, wellbeing and safety of the team and ensure they have an awareness of the requirements and responsibilities on them
- Will facilitate effective communication within the team to include the cascade of corporate and service information
- Provide assistance to the Legal Team Manager with allocation and monitoring of legal work and performance within the team
- Develop and maintain good working practices to achieve greater effectiveness and efficiency within the team and the wider service
- Ensure effective performance management of the delivery of agreed targets and service standards for the team
- Ensure effective management of cases and risks with reference to professional quality and regulatory standards
- Responsible for confidential information held within the team
- Will ensure personal development and training and keep up to date with working knowledge and best practice within specialist areas of work
- Undertake such other duties as may from time to time be allocated commensurate with the seniority and qualifications of the post.

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.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	Generally, office-based activities. May include attendance at court and tribunals and off-site meetings.
Working Requirements and Arrangements	Predominantly office hours but with occasional out of office hours meetings or preparation work.
Physical Requirements e.g. driving, lifting, and handling	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.	The Legal Manager Safeguarding Team, has responsibility for overseeing legal elements of safeguarding processes and any senior lawyer providing cover will have the same.
Politically Restricted	No

Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	Advanced knowledge of areas of law relevant to the post		Application form Interview References
Qualifications and Training including Professional Registrations	Solicitor/Barrister/Fellow of the Chartered Institute of Legal Executives – qualified and practising with significant relevant post		Application form Certificates

	<p>qualification experience within local government.</p>		
<p>Skills & Experience</p>	<p>Significant relevant experience gained within this or a similar organisation (typically at least 5-10 years post qualification experience).</p> <p>Substantial experience of advising on a range of local authority legal matters including handling a number of complex local government legal issues relevant to the post.</p> <p>Where relevant to the work of the team, to possess significant experience of undertaking advocacy in complex cases before courts and tribunals</p> <p>Possess highly developed professional skills and significant experience in tasks such as legal drafting, provision of advice, negotiating, research, interviewing and advocacy.</p> <p>An understanding of legal and political workings of local government and current issues facing the borough.</p>		

	<p>The ability to work in a political environment.</p> <p>The ability to establish and sustain positive relationships that generate confidence and collaborative working</p> <p>The ability to manage a complex and changing workload and to prioritise tasks appropriately</p> <p>Experience of and ability to achieve targets and objectives in accordance with deadlines.</p> <p>Proven ability to work without supervision and to supervise and mentor others</p> <p>The ability to contribute to organisational change and lead on changes within the team and contribute to changes within the wider Service.</p> <p>The ability to facilitate the leadership of a specialist team</p> <p>The ability to influence, develop and motivate, and to successfully change behaviour</p> <p>The ability to analyse</p>		
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	<p>complex issues and provide clear, balanced advice and guidance across a range of local government legal areas</p> <p>The ability to make judgments based on past learning and current strategic thinking</p> <p>Possess excellent written, oral and presentational skills with the ability to persuade and influence</p> <p>The ability to develop practical and creative solutions to the management of strategic and operational issues. Understanding of and ability to contribute to the key strategic and operational responsibilities of the post</p> <p>The ability to consider a range of practices, precedents, concepts and principles to contribute to best practice, within Legal Services</p> <p>The ability to determine how things are to be done to meet strategic objectives</p> <p>The ability to demonstrate flexibility</p>		
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	in their approach to work		
Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money		
Special requirements			
Factor	Essential		Assessment method
Occupational Requirements under the Equality Act 2010			
Factor	Desirable		Assessment method

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.