

# Job Description

	<b>For HR use only</b>	Vacancy Ref No: 0730
<b>Directorate</b>	Resources	
<b>Service and Team</b>	Legal Services	
<b>Post Title</b>	Lawyer	
<b>Grade</b>	10	
<b>Reports to</b>	Legal Manager	
<b>Responsible for</b> (employees / equivalent)	Assist in the supervision of junior lawyers, trainees, apprentices, legal assistants and such other staff as may be appropriate	
<b>Job Purpose</b>		
<ul style="list-style-type: none"> <li>To support the delivery and management of effective and efficient Legal Services to the Council</li> <li>To act as a professional within a specialist team, advising upon legal and policy matters, providing support to the Legal Team Manager and guidance and supervision to junior staff within the team as appropriate</li> </ul>		
<b>Job Content</b>		
<p>Duties will include the following:</p> <ul style="list-style-type: none"> <li>Under the direction of the Legal Team Manager and/or Principal Lawyer to assist in the supervision of junior lawyers, trainees, apprentices, legal assistants and such other staff as may be appropriate</li> <li>Act as a professional within the Legal Team and within their specialist areas of work ensuring the delivery of effective and efficient Legal Services to the Council, including the provision of guidance and supervision of junior team members</li> <li>Lead on cases or projects</li> <li>Collaborate with colleagues to provide strategic legal advice on complex matters</li> <li>Maintain positive working relationships with external clients and stakeholders relevant to the work of the team</li> <li>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 case outcomes</li> <li>Provide responsive, customer-focused, legal advice and strive for excellence in service delivery</li> <li>Support and encourage colleagues within the team and across the service</li> <li>Maintain a positive approach to on-going learning to continue to develop knowledge and skills. Be proactive in personal development and training and keep up to date with working knowledge and best practice associated with the specialist areas of work across the team</li> <li>Support the Training Principal and Legal Team Manager with the development of</li> </ul>		

trainee and apprentice solicitors, legal executives and others, including their supervision on tasks 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.
- Facilitate the proper and expeditious dispatch of the legal business of the Council in accordance with legal and constitutional requirements
- Pro-actively leading 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
- Advise upon legal matters and/or undertake legal tasks.
- 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.
- Preparation of reports for consideration by Members and officers, and attending and advising at meetings as required.
- Will provide out of hours legal support on occasion, usually by prior arrangement or in the event of urgency
- Observe and maintain good working practices to achieve greater effectiveness and efficiency within the team and the wider service
- Perform effectively against 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
- Undertake such other duties as may from time to time be allocated commensurate with the seniority and qualifications of the post.

### **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.

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.	No
Politically Restricted	No

# Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	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		Application form Certificates
Skills & Experience	Relevant experience gained within this or a similar organisation  Experience of advising on a range of legal matters including handling a number of legal issues relevant to		Application form Interview References

	<p>the post.</p> <p>Where relevant to the work of the team, to possess experience of undertaking advocacy</p> <p>Possess professional skills and 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 changing workload and to prioritise tasks appropriately</p> <p>Experience of and</p>		
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	<p>ability to achieve targets and objectives in accordance with deadlines.</p> <p>Proven ability to work without supervision</p> <p>The ability to supervise and mentor others</p> <p>The ability to analyse complex issues and provide clear, balanced advice and guidance across a range of 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 operational issues.</p> <p>The ability to consider a range of practices, precedents, concepts</p>		
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	<p>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 in their approach to work</p>		
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Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money
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**Special requirements**

<b>Factor</b>	<b>Essential</b>	<b>Assessment method</b>
Occupational Requirements under the Equality Act 2010		
<b>Factor</b>	<b>Desirable</b>	<b>Assessment method</b>

**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.**