

Job Description

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| **Job Title:** | Lawyer |
| **Team/Service:** | Property and Environment |
| **Business Unit:** | Legal Services |
| **Commissioning Area** | Commercial Services |
| **Responsible To: *(day to day issues)*** | Senior Solicitor |
| **Accountable To: *(line manager)*** | Senior Solicitor |
| **Salary Grade: *(Spinal column points only)*** | SCP 28 - 31 |

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| 1. **Key Purpose of Job**    1. To provide high quality and commercially sound legal services to the Council. |

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| 1. **Anticipated Outcomes of Post**    1. The delivery of high quality efficient and effective legal advice and services to the highest standards of professional conduct and ethics, in a way that furthers and promotes excellent client service.    2. To undertake all legal services work as required (as appropriate to the role). |

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| 1. **List Key Duties and accountabilities of the post**     1. To assist senior lawyers and manage your own files within the specialist areas of law (property and environment).    2. To provide legal advice and services in relation to other areas of local government law as required by the Senior Solicitor or Head of Legal.    3. To demonstrate commercial awareness.    4. To consider, prepare and conduct (including advocacy) matters in the Magistrates’ Court, Crown Court, County Court and High Court and in all other tribunals or hearings of whatever description, on behalf of the Council.    5. To attend quasi judicial bodies as legal advisor, including Council Committee meetings.    6. To be knowledgeable and up to date on the law, practice and current issues within the specialist areas of law upon which the post holder advises on.    7. To have an awareness of the general law relating to local government, including freedom of information and data protection. |

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| 1. **Give examples of the typical types of problems and decisions the post will be required to make**   The post holder will assist senior lawyers in the team and also manage their own caseload. The post holder must have a good working knowledge of commercial property law and be able to apply it in practice.  Examples:   * 1. To draft, negotiate and complete a wide range of commercial property documents e.g., licences, leases and transfers.   2. To undertake research for client departments and provide practical, commercial and timely advice.   3. To provide legal advice and assistance to all relevant departments of the Council.   4. To undertake such other duties and responsibilities as may be from time to time required across the department by the Senior Solicitor and Head of Legal. |

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| 1. **Budgetary / Financial Responsibilities of the post**    1. None. |

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| 1. **Supervision / Line Management Responsibilities of the post (Please show / provide organisation structure as an appendices, showing official reporting lines)**    1. The post holder may be required to provide informal support and supervision to junior members of staff. |

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| 1. **Working Environment & Conditions of the post**    1. The post holder operates in an environment governed by the need to meet deadlines (including those externally imposed) in a context of continually changing priorities and where the work may be of a complex and/or sensitive nature.    2. The post holder is required to be able to travel to site visits, Committee Meetings, Court hearings and meetings.    3. The post holder is at risk of exposure to material and situations likely to cause distress.    4. The post holder is at risk of experiencing verbal and physical abuse, aggression and intimidation. |

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| 1. **Physical Demands of the post**    1. The post holder is required to handle heavy documentation e.g. deed parcels, court bundles and public inquiry files, which can be large in number and difficult to move safely. |

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| 1. **Specific Resources used by the post**     1. The post holder will be required to use a laptop with a web-based phone system and must be IT literate.    2. The post holder is required to ensure the security of confidential and sensitive information when transporting and using files and laptops when travelling and working away from the office. |

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| 1. **Key Contacts and Relationships**    1. **External**   Contact with service users, other local authorities, partners and external bodies, Government Departments, other professionals (legal and others), courts and tribunals.  Contact with members of the public.   * 1. **Internal**   Contact with officers at all levels within the Council. Frequent contacts with Senior Officers. Contact with Members on specific case matters, including giving advice on courses of action and their legal risks and ramifications.   * 1. The post holder will represent the Council and may involve difficult situations requiring tact and sensitivity.   2. The post holder will be responsible for advocating on behalf of the Council generally including, where appropriate, formal advocacy before Courts and Tribunals. |
| 1. **Other Duties**   To undertake additional duties as required, commensurate with the level of the job. |

# Other Information

* 1. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
  2. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. Staff will not be released for a break that is specifically for smoking.
  3. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
  4. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
  5. This post is based at the town hall but the postholder may be required to move their base to any other location within the Council at a future date.

1. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

**Person Specification**

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| **Note for Candidate**  **All Candidates**  The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.    In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria. Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role. |

**Person Specification**

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| **Job Title:** | **Lawyer** | **Business Unit:** | **Legal Services** | **Team/**  **Service:** | **Property and Environment** |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Effective communication and interpersonal skills. 2. Ability to give clear and accurate written and oral legal advice and practical solutions. 3. Ability to influence, support and advise. 4. Commercial awareness. 5. Analytical and problem-solving skills. 6. Effective presentation skills. 7. Ability to build and maintain positive working relationships. 8. Effective negotiating skills. 9. Ability to work effectively and efficiently whilst prioritising workload with conflicting deadlines. 10. Able to work as an integrated part of the wider Legal Services team and be supportive of colleagues and management. 11. Ability to adapt to new areas of work and ways of working. 12. Effective I.T. skills and experience with various software packages. |  |

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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. A good knowledge of the law and procedure within the specialist discipline. 2. A working knowledge of the law applicable to Local Government. 3. A general awareness of the policies, aims and objectives of the Council. | 1. Understanding of the nature of a Local Government in-house legal service. |

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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Suitable training as a legal advisor and advocate. 2. Experience of working within a legal environment. 3. Able to devise, prepare and deliver training. | 1. Experience of working in an in-house local government Legal Service 2. Experience of working in accordance with the LEXCEL standards |

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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. Admitted and practicing Solicitor, Barrister or Fellow of the Institute of Legal Executives (or equivalent), with at least 2 years’ post qualification experience. |  |

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| Essential – Other requirements of the job role  * Ability to carry out the physical requirements of the role (i.e. manual handling) * Ability to travel efficiently around the South West in order to carry out duties * Ability to accommodate unsociable hours * Ability to accommodate on-call working * Ability to accommodate home-working |