Job Description

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| **Job Title:** | Senior Lawyer |
| **Team/Service:** | Adult and Children Legal Team |
| **Business Unit:** | Legal Services |
| **Commissioning Area** | Commercial Services |
| **Responsible To: *(day to day issues)*** | Team Leader(Adult and Children Legal Team) |
| **Accountable To: *(line manager)*** | Team Leader - above |
| **Salary Grade: *(Spinal column points only)*** |  |

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| 1. **Key Purpose of Job**    1. To provide high quality efficient and effective legal advice and 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 good customer care within Legal Services.    2. To undertake all legal services work as required, with minimal supervision and professional support. |

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| 1. **List Key Duties and accountabilities of the post**     1. To undertake case work, and provide advice within the specialist areas of law (Adult and Children Law), specialising in adult law    2. To provide legal advice and services in relation to other areas of local government law as required by the Team Leader or Assistant Director.    3. 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.    4. To attend quasi judicial bodies as legal advisor, including Council Committee meetings.    5. To provide training as required to client departments.    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 be knowledgeable and up to date on 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 bring their experience and knowledge of legal principles to bear in finding solutions to novel problems within their area of practice. They will regularly exercise creativity and innovation in applying legal solutions to factual problems, of a highly complex nature in high profile, multi disciplinary settings, which may include national issues. The post holder will have the support and supervision of senior colleagues where required, but more often will make autonomous decisions.  Examples;   * 1. To provide, and manage the provision of legal advice in respect of High Court litigation in respect of adults and children, e.g. with national media coverage (**postholder example, specialising in adult law**)   2. To provide legal and practical advice to the Local Education Authority and schools on their statutory obligations and discretionary powers. (generic)   3. To advise on the appropriate property structures underlying complex projects involving partnership working, with private and third sector partners (generic) |

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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 is required to provide informal support and supervision to Junior members of staff.    2. The post holder will allocate work to Legal Officers, and assists the Team Leader in quality assuring the work of these officers. |

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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 is usually of a complex and/or sensitive nature.    2. The post holder is required to be able to travel to site visits, 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 may have access to laptop computers and mobile phones.    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 be responsible for influencing and negotiating with others on contentious matters in circumstances where the relationships between contacts and the matters in question will usually be complex and may involve difficult situations requiring tact and sensitivity. 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:** | **Senior Lawyer** | **Business Unit:** | **Legal Services** | **Team/**  **Service:** |  |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Highly effective communication and interpersonal skills 2. Ability to give clear and accurate legal advice. 3. Analytical and problem solving skills 4. Effective presentation skills 5. Ability to build and maintain positive working relationships 6. Able to influence and persuade others at a high level both inside and outside of the Council. 7. Advanced negotiating skills 8. Ability to manage a full and substantial workload. 9. Able to work as an integrated part of the wider Legal Services team, and be supportive of colleagues and management 10. Ability to command respect and authority with those persons the post holder is required to influence, support and advise. | 1. Ability to adapt to new areas of work. |

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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. A high level of knowledge of the law and procedure within the specialist discipline. 2. A detailed 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 3 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 occasional home-working |