

JOB DESCRIPTION

Job Title:	Assistant Lawyer – Planning and Highways
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Directorate:	Communities	Salary:	£46,731 - £51,802 FTE plus £706 London Weighting and £7,500 *Welcome Payment subject to T&Cs. (£27,786 - £30,801 pro rata for 22 hours per week plus £420 LW and £4,459 *Welcome Payment subject to T&Cs)
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Section:	Legal Services	Grade:	BG-E SCP 37 - 42
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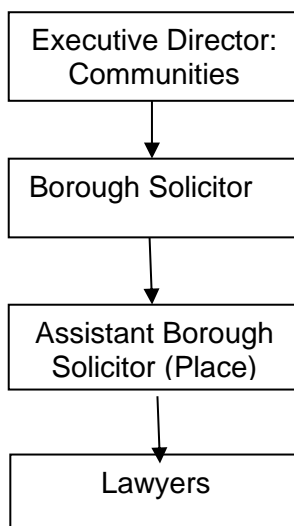
Location:	Time Square	Work Style:	Flexible
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*An employee receiving a welcome payment will be required to enter into a prior undertaking to make a refund if they leave the council service within three years.

Key Objectives of the role

- Legal Services provide comprehensive specialist legal advice and assistance, primarily to Bracknell Forest Borough Council.
- The duties and responsibilities set out below describe the general nature of work required to be performed by you. They are not presented as an exhaustive list. The role will be developed through annual objectives, which will be developed with you.
- You will be expected to provide legal advice, assistance and representation to the council.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To provide customer focused, high quality and responsive specialist legal advice and assistance, with primary focus in the following areas of legal practise:
 - Planning and Highways law
- To undertake legal work involving planning and highways matters including as necessary negotiation and drafting in connection with planning (s106) agreements and unilateral undertakings and highways (s38/278) agreements and associated agreements to include enforcement of these agreements.
- To have good working knowledge of the National Planning Policy Framework; local plans; neighbourhood plans and consultations; listed building; conservation area; affordable housing and Suitable Alternative Natural Greenspace (SANG) land.
- To be able to direct officers in the preparation of policies and strategic planning matters.
- To undertake planning appeals, judicial reviews and strategy work.
- To understand, draft and advise on Biodiversity Net Gain.
- To advise on all matters concerning rights of way, draft appropriate agreements, deeds, notices and advertisements, including PINS involvement
- To attend and advise at planning committees and other meetings of the council as required, (Planning Committee in person on average four times a year); and to provide such legal advice and support to those meetings as may be required.
- To approve reports for and to attend and to give legal and procedural advice at Corporate Management Team, Cabinet and other groups and others, as may be required in accordance with the law and the council's constitution.
- To personally have conduct of an extensive case load relevant to your area of work and as required by service demand.
- To provide specialist legal advice to elected members, Chief Officers, senior managers and officers as part of a team of lawyers.
- To tailor the presentations and format of legal advice to suit the level and understanding of the instructing Council Officer.
- To attend courts, tribunals or other forums as required in relation to the post-holder's case load in order to represent the council's interests at the same.
- Be adept at working independently as well as collaborating with other legal specialists when required.
- Instruct Counsel when required.
- To be responsible for representing the interests of the service at a corporate level.
- You will be expected to develop and maintain effective working relationships with other service areas within the council and with outside organisations where appropriate.

- To give advice on policy making and procedural developments through analysing the legal framework and familiarisation with operational matters.
- To assist the management team with conduct of complex cases where requested to do so.
- To provide comprehensive practical and solution focused legal advice and support on planning compliance.
- Liaise with service clients and other services affected by a matter in hand and coordinate, where necessary, any required input from other services. Advise on the best means of legally achieving the client's objectives.
- Maintain personal case load information and case progress data including time recording in computerised form as instructed.
- Ensure that work is completed within set timescales or to client requirements and where applicable in accordance with time limits imposed by statute, courts and the Planning Inspectorate.
- To contribute to the provision of an effective, efficient value for money legal service.
- Undertake all the duties within the framework of equal opportunities.
- Demonstrating commitment to the values and required behaviours of the council as assessed at annual appraisal meetings.

Any other duties as maybe commensurate with the grade

Scope of role

High level of professional judgement and political awareness required.

The post-holder will be required to represent the Council publicly in a variety of venues.

No budgetary or resource control.

No supervisory or managerial responsibilities.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Solicitor/Barrister/Chartered Legal Executive through CILEX • Good post qualification experience, knowledge and experience in the following area of law <ul style="list-style-type: none"> ○ Planning & Highways 	<ul style="list-style-type: none"> • Second class honours degree or higher. • Qualification or training relating to local government law and practice. • Post qualification experience in one of the following fields: <ul style="list-style-type: none"> -Property -Contracts & Procurement -Housing
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Ability to give high level legal advice to officers and members. • Ability to work under pressure and to ensure that all deadlines are met. • Ability to respond efficiently and proactively to meet the changing needs of clients. • Ability to provide innovative and effective legal solutions. • Excellent communication skills. Must be able to communicate clearly both verbally and in writing. • Good numeracy and analytical skills. • Ability to understand the client's motivations and goals and provide legal advice in a practical solution focused way. • Be adaptable and capable of transferring legal skills to unfamiliar areas of law. 	<ul style="list-style-type: none"> • Knowledge and understanding of local government and the democratic framework in which local government operates. • Experience of working with elected members and advising committees.

	<ul style="list-style-type: none">• Self-sufficient, able to prepare own documentation without secretarial support.• Ability to use case management systems, including time recording facilities.• Ability to use Microsoft Office software including email and Outlook and to use a web browser to access information.• Excellent negotiation and drafting skills.
Work-related Personal Requirements	<ul style="list-style-type: none">• Must have excellent interpersonal skills.• Must be a good team player with the skill to be able to form effective and harmonious working relationships.• Must be able to inspire confidence and influence others.
Other Work Requirements	<ul style="list-style-type: none">• Able to attend evening meetings.• Ability to be able to travel to attend client offices, courts or tribunals as required.• This post is a politically restricted post for the purposes of the Local Government Housing Act 1989. The post holder must adhere to the legislative requirements relevant to such posts.• This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>
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All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

