

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Head of Legal Services (Solicitor to the Council)
Service Area / Team	Legal Services
Reports to	Director – Strategy and Resources
Grade & Annual Salary	Grade J - £64,611 - £71,133 plus £3,900 car allowance
Politically Restricted Post	Yes (Politically restricted – sensitive)
DBS Requirement	Yes - Basic

JOB PURPOSE
<ul style="list-style-type: none"> To act as Solicitor to the Council (as per the Council's Constitution). To provide professional legal services to the Council, its members, officers and outside bodies. To manage the legal services team. This role will also be required to take on the additional responsibility of Deputy Monitoring Officer supporting the Director of Strategy & Resources who is currently designated as the Council's Monitoring Officer.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> Lead, develop and manage the legal service, directing resources to deliver efficient and high-quality legal support to the Council across the full range of required legal specialisms.
<ul style="list-style-type: none"> Act as the training principal for the apprentice Solicitor and, if required, the trainee Legal Executives, supporting their learning and development with the Council to achieve their full qualification.
<ul style="list-style-type: none"> Support the organisation through legislative change including local government reorganisation and devolution.
<ul style="list-style-type: none"> Analyse, interpret and provide pro-active, risk-based, legal and strategic advice, judgement and support on varied and potentially highly complex issues and long term projects across the wider council and its service areas.
<ul style="list-style-type: none"> Implement improvements to methods of working to contribute to the corporate goals of the Council.
<ul style="list-style-type: none"> Contribute to the setting of the legal services area budget, monitoring the budget

monthly to ensure effective expenditure and income with accountability for contract monitoring of substantial budgetary spend with external legal specialists.
<ul style="list-style-type: none"> • Give written and verbal advice where necessary to officers and members on legislation, statutory and other guidance and the Council's internal rules and procedures which can be complex, sensitive and/or contentious.
<ul style="list-style-type: none"> • Providing strategic advice on procurements, subsidy control and data protection, as well as interpreting different contractual documents. The role also requires you to stay updated on changing legislation and the effects of changing legislation and case law, and to be interested in developing expertise in other areas, such as subsidy control.
<ul style="list-style-type: none"> • Carrying out legal research upon receipt of instructions from client officers.
<ul style="list-style-type: none"> • Assisting with the implementation of procedures and systems, to develop and enhance the role of the Council's services.
<ul style="list-style-type: none"> • Attending Council, Cabinet and Committee meetings in an advisory capacity as required
<ul style="list-style-type: none"> • Instructing barristers or specialist advocates to appear in court for the Council in complex cases.
<ul style="list-style-type: none"> • Prepare legal implications for reports on a wide range of subjects written by managers across the council for the Corporate Leadership Team, Council, Cabinet Licensing (and other) committees sometimes at very short notice.
<ul style="list-style-type: none"> • Provide expert guidance and support on compliance with the constitution, internal and external governance controls, consultation, engagement and decision-making requirements and processes, delegated powers, due diligence, procurement and contract/document completion processes ensuring all such considerations are planned for and actioned correctly and in a timely manner.
<ul style="list-style-type: none"> • Upon designation, to act as the Deputy Monitoring Officer, to carry out statutory duties of the Monitoring Officer, to ensure high standards of conduct and lawfulness in the Council's decision making in the absence of the Monitoring Officer.
<ul style="list-style-type: none"> • Develop and implement relevant policies and procedures in relation to the Legal Services service area which will also impact the wider council and ensure that the service area plan is reviewed and updated annually with regular monitoring.
<ul style="list-style-type: none"> • Undertake any other duties appropriate with the role as requested by the corporate leadership team.

CORPORATE RESPONSIBILITIES

- Adhere to the Council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.

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| <ul style="list-style-type: none">• To comply with legislation, Council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required. |
| <ul style="list-style-type: none">• To actively demonstrate the values and behaviours of the Council. |
| <ul style="list-style-type: none">• To ensure our customers are valued by taking into account their views and needs in all that we do. |
| <ul style="list-style-type: none">• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. |
| <ul style="list-style-type: none">• To play an active role in the Council's Corporate Governance Board |
| <ul style="list-style-type: none">• To communicate openly and honestly with colleagues, members and customers. |
| <ul style="list-style-type: none">• To undergo any training necessary to be able to fulfil the requirements of the job. |
| <ul style="list-style-type: none">• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time. |

Folkestone & Hythe District Council Person Specification

Post Title: Head of Legal Services (Solicitor to the Council)

Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> GCSE Grades A-C in Maths and English, or equivalent, or experience that demonstrates proficiency in Maths and English. Qualified Solicitor admitted to the Law Society with at least 5 years' recent postqualification experience Evidence of continuing professional and/or management development 	✓ ✓ ✓		
	Desirable <ul style="list-style-type: none"> Educated to degree level (ideally LLB) Management qualification 	✓ ✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> Demonstrable significant experience in at least three of the following areas: public procurement, commercial contracts, commercial property, regeneration, local government administration, regulatory law, planning, civil and/or criminal litigation. Demonstrable experience of leading, managing and delivering at senior level Demonstrable experience of managing complex relationships at senior level Strong understanding of, and commitment to, robust governance Ability to make risk-based legal judgements and articulate these clearly to enable sound decision making at a leadership and political level. Demonstrable significant knowledge and experience of interpreting complex legislation and advising a range of audiences, including specialists and non-specialists. Significant experience of drafting and negotiating commercial documents. Demonstrable track record of effective leadership and delivery at senior level which demonstrates the following qualities: <ul style="list-style-type: none"> Taking corporate responsibility Delivering results 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> Flexing style and responsive approach Showing resilience and positivity Motivating and empowering Collaboration Openness and honesty <ul style="list-style-type: none"> Knowledge and experience of operating Microsoft Word, Excel and Outlook together with IT software such as IKEN, Land Registry portal, Practical Law, Westlaw, the Stamp Duty Land Tax portal and Eprocurement and Efinancials. 	✓	✓	
	Desirable <ul style="list-style-type: none"> Experience of leading and managing a professional legal team. Experience of management of budgets and achieving value for money. Experience of advising local government committees. Knowledge of the statutory duties relevant to the role of deputy monitoring officer. 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
Skills and Abilities	Essential <ul style="list-style-type: none"> Excellent written (including report writing), verbal presentational and communication skills with a wide range of audiences from senior leaders to employees across the council to elected members. Excellent, highly developed interpersonal skills to build a high degree of credibility and presence to negotiate, influence, inspire confidence and respect with reason and tact enabling the development of networks within and outside of the council Negotiating and drafting skills relating to complex commercial documents. Excellent analytical skills and an ability to retain information. Ability to lead the Legal Services team with a strong, supportive leadership style that realises the full capacity of the team, fostering its talents and creating a positive, creative culture High level of political awareness and diplomacy, with an ability to operate with sensitivity in a political environment, providing professional advice confidently and tactfully with clear viewpoints and legal direction Ability to analyse and interpret management information and statistical data to identify trends, judge performance and to devise & implement service improvement strategies over the long term Ability to demonstrate political sensitivity and secure the confidence of elected members The ability to work as part of a team and on own initiative. Excellent organisational skills. Excellent time management skills, with the ability to deal with conflicting demands on time and in a structured and appropriate way. Research skills. The ability to manage team members through support, advice and challenge if 	✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<p>necessary.</p> <ul style="list-style-type: none">• Strong interpersonal skills, with the ability to deliver a proactive service and continuously improve.• The ability to negotiate, influence and to be able to engender confidence, trust and respect.• Ability to carry out duties outside normal working hours as may be necessary including attending relevant council / cabinet / committee meetings and responding to emergency situations as part of the out of hours response service.		<p>✓</p> <p>✓</p> <p>✓</p>	
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