**Job Description**

Job Title: Housing Lawyer

Pay Grade: W6 – W7

Directorate: Corporate Resources

Team: Legal Services

Reporting to: Head of Legal Services

Budgetary Responsibilities:

N/A

Job Purpose:

To be responsible for the conduct of Legal work in respect of matters arising from the Council’s Housing functions, and the provision of Legal advice and support to Chief Officers and their staff on such matters.

Main Tasks:

1. To provide high quality Legal advice and assistance to client departments in an efficient and friendly manner

1. To be responsible for a varied caseload in all areas of Housing work as required including possession proceedings, disrepair claims, standard anti-social behaviour matters and private sector housing matters.

1. To conduct cases from the commencement of proceedings to their conclusion, including drafting pleadings, information, taking instructions, issuing proceedings, taking statements, affidavits, liaising with solicitors and the courts, instructing counsel as appropriate and appearing as the councils advocate on matters as directed.

1. To appear on behalf of the Council before the Magistrates Court, County Court, High Court and any specialised tribunal, statutory or public inquiry.

1. To give advice and assistance to the client departments on all aspects of Housing legislation, Anti-Social behaviour legislation and such other areas of law as required by the Director of Legal and Democratic Services or the Head of Legal Services.

1. To demonstrate an in-depth knowledge of Housing law and Anti-Social behaviour law.

1. To instruct outside Solicitors or Counsel, after consultation with the Director of Legal Services and/or Head of Legal Services.

1. To give guidance on points of law and procedures in a competent manner to other staff in Legal Services or other client departments of the Council.

1. To attend and report to meetings of Council committees, sub-committees and working groups as specified by the Director of Legal and Democratic Services/Head of Legal Services to give legal advice and assistance and to contribute to such projects as may arise from time to time.

To move to W7 – it is necessary to demonstrate evidence of the following:

1. Handling without supervision a caseload of the most complex matters including conduct of cases in courts and tribunals; within a specialist field of practice, providing advocacy and leading departmental projects
2. Identifying training needs within the client departments and providing training or facilitating training for the client departments
3. Undertaking regular client liaison meetings with client departments and building and sustaining effective relationships with colleagues, clients and external contacts
4. Contributing to the creation and implementation of council policies and procedures, ensuring that they meet legal standards and best practices.
5. Work closely with senior managers, council officers, and other legal teams to deliver consistent and comprehensive legal services.

**Person Specification**

**Key:**

E = Essential, D = Desirable,   
A = Application Form, I = Interview, P = Presentation

Please list as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Standard** | **E/D** | **Measure** |
| **Education & training** | * Admitted Solicitor of England and Wales, with a current practising certificate or eligible to apply for a practising certificate, a Barrister called to the bar of England and Wales or a Fellow of the Chartered Institute of Legal Executives with a current practising certificate or eligible to apply for a practising certificate. * To move to W7 3 years post admission experience is required | E | A |
| **Experience** | * Extensive working knowledge of housing law and civil litigation * Experience and good understanding of civil litigation in particular advocacy in civil matters in the County, Magistrates and High Court * Experience and good understanding of housing law in particular defended possession cases, anti-social behaviour orders and disrepair claims. * Experience of working with elected members, officers and outside professionals at all levels. * Ability to draft documentation accurately without constant supervision and to work on own initiative within established guidelines * Ability to work with, and influence, people at varying levels of seniority in the Council * Evidence of highly developed written and oral communication skills and excellent interpersonal skills at all levels. * Ability to work under pressure, conducting a high volume of cases against tight deadlines, with a strong delivery focus * Ability to work as part of a team | E  E  E  D  E  E  E  E  E | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Special Requirements** |  |  |  |

**Candidate Screening**

|  |  |
| --- | --- |
| **Does Rehabilitation of Offenders Act 1974 apply?** | Yes |
| **Disclosure and Barring Service check required?** | Yes |
| **If yes, what level?** | Basic |
| **Is this a Politically Restricted Post?** | Yes |
| **Does this role have emergency responsibilities?** | Choose an item. Choose an item. |

**Role Map**

|  |  |
| --- | --- |
| **Behaviour** | **Level Required** *(1-4)* |
| Shaping our Future | **3** |
| Leading our People | **3** |
| Delivering for our Customers | **3** |
| Making Change Happen | **3** |
| Team and Partnership Working | **3** |
| Communicating Openly | **3** |
| Performance Management | **3** |

Please refer to the Council’s Behavioural Framework for examples and indicators of the expected behaviour required at each level (this will be attached as a document to each job advert).