

JOB DESCRIPTION

JOB TITLE	Senior Lawyer
GRADE	EPO6
REPORTING TO	Principal Lawyer
JD REF	CSUP0099P

PURPOSE

To lead the provision of professional legal advice for a specialist area. Support Senior Leaders and Members of the Council on legal matters in relation to the areas of legal practice assigned. Specialist areas include Safeguarding, Education, Litigation and Governance, Property and Planning or Contracts and Commercial.

MAIN DUTIES AND RESPONSIBILITIES

1. To lead the provision of legal advice and support to the Council's functions. Taking responsibility for the conduct of contractual matters, drafting, litigation or proceedings arising from the duties and functions for a specialist area.
2. Represent or arrange representation of the Council as may be necessary in the Courts, Tribunals, inquiries and other bodies in relation to significant and complex matters as required including advocacy and the drafting of pleadings, orders, claims and defences.
3. Attend and give legal advice to the Senior Leadership team, committees, panels or other meetings as required whatsoever as may be directed (including those held in the evening).
4. Participate in project teams to ensure the achievement of the Council's objectives and the delivery of high-quality legal advice and services to client Services and Departments.
5. Identify, research and anticipate the effects on service provision of new developments in the law to ensure that clients are able to adopt best practice in the delivery of timely and responsive services.
6. Draft, prepare and comment on committee reports, policy documents and other briefing papers for the Director, Head of Legal Services, Head of Democratic and Members Services and other officers. This will include the provision of wider local government and regulatory, procedural and administrative law advice for the Council and its services and for that purpose inform oneself of all material matters in addition to the areas of the practice normally assigned.

7. Carry out all work using the Legal Services' Case Management system, to time-record, work and adopt modern working practices and make use of technologies provided by the Department.
8. Ensure compliance with the Law and Governance Directorate's and the Team Business Plan(s), the Legal Services' Practice Manual and quality assurance requirements.
9. Represent the Monitoring Officer and/or Head of Legal Services at meetings with Members, committees, sub-committees, panels, working groups, including public meetings, public agencies and external professional representatives.
10. Contribute to the effective working relationships within the Law and Governance Directorate and between the Legal Services Department and client departments, external solicitors, counsel, public agencies and members of the public.
11. Supervise colleagues in the Service as appropriate to ensure the effective delivery of legal services to client.
12. Conduct file reviews and specialist quality assurance supervision of colleagues as directed and as per the Legal Services' Practice Manual.

ESSENTIAL CRITERIA

Qualifications:

- Qualified and practising barrister, solicitor or Fellow of the Institute of Legal Executives.

Knowledge & Skills:

- Sound grasp of local government legislation and understanding/awareness of current local government issues.
- An understanding of Local Authority governance arrangements, decision making and corporate governance.
- Knowledge and experience of procurement law in an internal or external setting.
- Excellent written and verbal communication and presentation skills – able to convey wide ranging complex and contentious information to a range of audiences, including non-specialist, in a clear and concise manner.
- Excellent analytical, problem solving and research skills in order to produce options / outcomes.
- Ability to successfully work within broad guidelines, using discretion and initiative over a range of activity with limited escalation to senior managers
- A sound knowledge, awareness and application of ethical, professional and capability standards and requirements.
- Highly developed interpersonal skills: Tact, diplomacy, empathy and politically awareness.
- Able to prioritise varying workloads to tight deadlines and deal with high volumes of work whilst maintaining a high-quality service.
- IT Literate.
- Commitment to consistently delivering high standards of customer care.
- Resilience in dealing with competing and demanding pressures and potentially emotionally difficult situations and information.
- Ability to effectively lead and manage a team including mentoring and supporting other legal staff.
- Ability to lead major projects.
- Ability to assist the Principal Lawyer and Senior Leaders in internal investigations and other



- projects.
- Self-motivated and able to work on their own initiative on major projects.
- Ability to adapt to meet the demands of the service.
- Able to innovate and problem solve.
- Ability to mentor and support other legal staff.

Experience:

- Experience of working at a senior level dealing with complex matters in the specialist area of Safeguarding, Education, Litigation and Governance, Property and Planning or Contracts and Commercial.
- Experience of leading major contracts.
- Experience of producing and presenting reports to Committees, Senior leaders and other meetings.

DESIRABLE CRITERIA

Knowledge & Skills:

- Experience of working in a political environment.
- Ability to innovate in dealing with major projects.

Experience (for specific areas of practice):

- Extensive recent experience of the relevant specialist area of legal practice preferably within a local government setting.

ADDITIONAL INFORMATION:

- Able to work of an evening and weekend as required.
- To attend meeting on behalf of Head of Legal Services and Director of Law and Governance.
- Be able to travel within and around the Borough using public or private transport and work from various locations.
- This post requires a combination of home and office work – hybrid working applicable.
- This post is classed as a 'Sensitive' politically restricted post.

DATE OF APPROVAL: 14/04/2023

APPROVED BY: VICKI SHAW (HEAD OF LEGAL SERVICES)

