



Job Description and Person Specification

Job Title:	Lawyer – Litigation and Regulatory
Post Number:	P2370
Grade:	PO1
Progression:	Accelerated progression through the grade is dependent on the post holder satisfying the Accelerated Progression criteria.
Directorate:	Customer, Business and Corporate Support
Hours per week:	37
Accountable to:	Litigation and Regulatory Team Leader
Date created/ reviewed:	September 2023/March 2026

JOB DESCRIPTION FOR LAWYER – LITIGATION AND REGULATORY

Job Purpose

A role offering the chance to develop as a local authority lawyer with the opportunity for accelerated progression through grade PO1, **subject to the postholder meeting all the requirements set out in the Accelerated Progression section below.**

To provide cost effective, high quality, robust and specialist, professional legal advice in either litigation, contract, or property law to the Legal Shared Service's agreed professional standards.

To support in the provision of related legal services to the partner councils and their senior officers and Councillors.

To ensure client requirements are met within legal constraints. Support the achievement of the partner council's objectives and aims and ensure the delivery of high-quality customer service from the in-house team, external solicitors and counsel.

Accountabilities

1. To be personally responsible for the conduct of legal matters and provision of legal advice relating to:
 - a. Procurement and Contract matters,
 - b. Litigation; or
 - c. Propertyidentifying potential areas of risk and liability and advising on solution focused strategies for avoidance, minimisation, or mitigation.

2. To provide proactive legal advice and carry out legal research on a wide range of legal matters.
3. To draft documentation as appropriate to ensure that the aim of the client is achieved in a timely manner, and the partner council's resources are used efficiently.
4. To provide legal services on a wide range of legal matters including the preparation of advice and provision of suitable guidance and support for council departments.
5. To interpret and apply statute, case law, government guidance and court procedure as appropriate to provide timely and appropriate legal advice.
6. To ensure that Legal Services provide a proactive, pragmatic, robust and solution focused legal advice and support service to all clients (internal and external).
7. To research, analyse, investigate and provide legal advice to councillors and to officers on any matter within the functions of the partner councils.
8. To liaise effectively with council officers, external solicitors, members of the public and councillors on legal matters, whether by phone or in writing.
9. To provide legal updates as required to council officers about any legal developments in the commercial sector.
10. To monitor the fees of counsel and other external advisors to ensure effective management of the partner council's financial resources and to generate income by charging third parties legal fees where appropriate.
11. To provide the services above in the knowledge that the advice given, or transaction involved will have substantial financial consequences for the partner councils – up to several £m.

Demands

<p>Initiative and Independence</p> <ul style="list-style-type: none"> • Ability to demonstrate initiative and work independently • Ability to exercise discretion within legal and procedural constraints. • Ability to plan own day, week and year subject to the departmental work plan and targets. • Able to prioritise own workload with conflicting demands and frequent interruptions as well as short deadlines for some activities and changes to post holder's priorities. • Able to work to deadlines set by legislation and courts/tribunals or required by partner council initiatives. • Able to remain calm and assertive when dealing with a wide range of internal and external customers. • Able to understand and maintain awareness of the partner council's vision, corporate priorities and current issues. • Able to solve complex and varied legal problems, producing the most appropriate solution for the partner councils.

- Able to communicate complex legal matters so that councillors and clients can understand the issues and implications.

Decisions of significant substance are referred up, but post holder has authority to make certain decisions without referral.

The postholder will have access to line manager and senior legal colleagues to obtain advice and support on how to deal with more contentious matters.

Mental Demands

- Ability to adapt to constant changes in the law or practice procedures as a result of changes to primary and secondary legislation, case law or internal policies and procedures.
- Ability to deal with constant interruptions by telephone and other Council officers.
- Ability to manage a varied workload combining short routine transactions and more significant and demanding pieces of work.
- Ability to respond immediately to requests for truly urgent advice and deal with conflicting work demands.
- Able to listen and observe for long periods (up to whole day) e.g. conferences with counsel and attending meetings whilst being constantly aware of the significance of what is being said and able to intervene as appropriate.

Physical Demands

- Occasional site visits
- Ability to spend large amounts of time in front of a computer.
- Able to transport (with suitable aids) necessary files and documents to external locations e.g. to court and external meetings potentially on a number of days in any week.

Emotional Demands

- Able to handle occasional emotional demands from colleagues, councillors or members of the public e.g., defendants/appellants in court hearings, objectors, etc.

Working Conditions

Home-working and normal office conditions

Other Employment Requirements

This job is suitable for home working and some office-based working.

The job holder may be required to attend meetings held at the offices of partner councils or other locations outside normal office hours.

The post holder will need to be able to attend conferences and off-site meetings as required.

The post holder will need to attend such courses of training as the Head of Legal Shared Service or Team Leaders shall deem appropriate. To support the development of knowledge and skills within the Legal Shares Service through participation in learning and mentoring opportunities

Accelerated Progression

Accelerated progression by 2 spinal points following completion of the first year in post will be dependent upon the ability of the postholder to carry out the following additional responsibilities:

1. to effectively conduct a full and varied case load of complex legal matters and provision of complex legal advice relating to the relevant area of law.

2. to undertake research to provide advice to the partner Councils in the areas of local government law generally.

3. to provide pragmatic advice across a range of local government work, providing appropriate solutions that are legally and constitutionally compliant.

4. the preparation of committee reports and attendance at Committee meetings from time to time as directed and required.

ROLE SPECIFIC PERSON SPECIFICATION – LAWYER – LITIGATION AND REGULATORY				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I,T
	We Care	X		I,T
	We are Confident	X		I,T
	We Work Together	X		I,T
	We are Trusted	X		I,T
Qualifications				
Q1	<ul style="list-style-type: none"> Degree or other equivalent level qualification in a relevant work area or with significant practical professional experience in Procurement & Contracts, Litigation or Property law. 	X		D
Q2	<ul style="list-style-type: none"> Qualification as a Solicitor/Barrister/Fellow of Chartered Institute of Legal Executives 	X		D
Q3	<ul style="list-style-type: none"> Possession of or entitlement to relevant practising certificate. 	X		D
Q4	<ul style="list-style-type: none"> Appropriate level of membership of relevant professional/practising body. 	X		D
Knowledge				
K1	<ul style="list-style-type: none"> Detailed and thorough understanding of the law, with expertise in relevant area of law. 	X		A, I
K2	<ul style="list-style-type: none"> To have good knowledge of local government practices and procedures. 		X	A, I
K3	<ul style="list-style-type: none"> To demonstrate an understanding of corporate equalities standards and diversity issues and how they affect the workplace and individual behaviours and immediate work and service area. 	X		A, I

K4	<ul style="list-style-type: none"> To have excellent level of IT literacy to be able to use MS Office, Nuance Advanced, Excel, Outlook etc, Westlaw, Practical Law and specialist legal case management software such as IKEN. 	X		A, I
K5	<ul style="list-style-type: none"> Awareness of data protection, security and confidentiality issues within local government sector 	X		A,T
Experience				
E1	<ul style="list-style-type: none"> To have experience of drafting legal documents and using advocacy skills to represent a client or client case 	X		A, I
E2	<ul style="list-style-type: none"> Prior experience of solving varied and difficult legal problems 	X		A, I
E3	<ul style="list-style-type: none"> Proven track record of providing robust and pragmatic legal advice which combines securing commercial advantage with delivering public benefit. 	X		A, I,
E4	<ul style="list-style-type: none"> Ability to quickly grasp organisational goals and values and to use this to effectively shape legal advice and obtain the best legal outcomes 	X		A, I
E5	<ul style="list-style-type: none"> Experience of establishing and maintaining a performance–orientated culture which delivers an efficient and effective service to customers. 	X		A, I
E6	<ul style="list-style-type: none"> Effectively influencing, negotiating with and persuading others. 	X		A, I
E7	<ul style="list-style-type: none"> Effectively dealing with service requests from internal and external stakeholders. 	X		A, I
E8	<ul style="list-style-type: none"> Experience of and/or ability to use a legal case management system for the benefit of the legal department 		X	A, I
E9	<ul style="list-style-type: none"> Developed political awareness, with experience of advising and gaining the trust of elected councillors, including giving authoritative detailed, clear advice on legal and constitutional matters 		X	A, I

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
---	------------------	---	-------------------------------	---	-----------	---	----------------------	---	-----------	---	-------

For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#) on our website.