

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Resources

DIVISION: Legal & Democratic Services

JOB TITLE: Litigation and Employment Solicitor

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

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| Job Title: | Litigation & Emp. Solicitor |
| Department: | Resources |
| Division: | Legal |
| Grade: | Grade 12 - 16 (Career progression Scheme) |
| Hours (per week): | 36 |
| Reports to: | Principal Lawyer – Corporate & Employment |
| Responsible for: | N/A |
| Role Purpose and Role Dimensions: | To act on behalf of the London Borough of Croydon in Disciplinary issues, Settlement agreements, TUPE, Discrimination issues and Unfair dismissal issues etc. |
| Commitment to Diversity: | As a member of the Legal & Democratic Services Division to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| Key External Contacts: | Croydon's external legal framework provider(s), Barristers Chambers, Courts, Other Local Authorities, Central Government departments, professional bodies, third party Solicitors, Government legal services. |
| Key Internal Contacts: | Director of Legal Services and Monitoring Officer, Corporate Director of Resources, Officers in Human Resources Division and at all levels across the organisation and elected Members, heads of legal and departmental finance officers |
| Key Accountabilities: | To maintain an up to date and detailed knowledge of the law and practice relating to specified areas of law, to give guidance and to provide training to less experienced team members to assist them with the effective discharge of their advocacy duties and also to staff at all levels within client departments particularly in relation to court, inquiry or tribunal procedure and |

etiquette.

To carry out legal research of a complex nature and to ensure this is shared with every team member to assist in the effective discharge of their duties and where appropriate is contained within a general advice note for the benefit of client departments and/or forms part of client department training.

To acquire and maintain an up to date knowledge of the law and practice relating to the other areas of specialism

To deal with analysis, research, drafting, advice and advocacy arising within the Legal Team.

To have the conduct of trials/Tribunals ranging from 1 to 10 days in duration.

Green Commitment:

Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection:

Being aware of the council's responsibilities under the Data Protection Act 2018/UKGDPR for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality:

Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety:

Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of

work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

Yes

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance 011 ROA}](#)

No

Person Specification

Job Title:

Litigation & Employment Solicitor

Qualifications:

Qualified Solicitor or Barrister with a current practising certificate

Essential Knowledge:

A thorough practical understanding of the concepts underpinning local government law and the impact of human rights and equalities legislation.

Knowledge of the Law in relation to Data Protection and Freedom of Information

Knowledge of the law in relation to one or more of the following specialist areas:

- Litigation, related law and strategic advice (including housing, licensing, prosecutions, property, commercial, debt recovery and **Employment**)
- The Law in relation to vulnerable children and adults, including mental health, child protection and families with no recourse to public funds, education advice and policy.
- Corporate Law, including, Local Government Law, Data Protection and Freedom of Information, Governance and Constitutional issues.
- Regeneration Property, Planning, Policy and Contracts and procurement.

Essential Experience:

Significant track record in executing team and individual performance effectively.

Excellence on service delivery in relation to the provision of customer orientated services, including the ability to manage departmental relationships.

Experience of a significant track record of giving complex legal advice in the specialist areas mentioned above, at the highest level within a major local authority.

Demonstrate a proven track record of success in managing project based work and managing out-sourced legal services.

Significant experience of undertaking and advising on complex cases or projects within the relevant specialist areas.

Experience in good governance arrangements, to maintain democratic legitimacy of the council's work to support effective decision making.

Experience of undertaking advocacy in the Court and Tribunals.

Managing effectively using performance measures to create a performance culture that drives improvement.

Success in building and sustaining effective relationships with Clients, colleagues and key stakeholders.

Essential skills and abilities:

Embedded communication ability both upwards and downwards within an organisation and externally to improve service delivery.

Proven ability to lead strategically at a similar level and within a similar sized Organisation, through customer services, including the ability to manage departmental relationships and support departments to deliver Corporate objectives.

Ability to demonstrate comprehensive knowledge and understanding of local government law and evidence of success in interpreting and applying the law.

Ability to engender trust and confidence and demonstrate probity and integrity in the provision of advice and support on complex legal issues.

Ability to manage a team of experienced professional staff and demonstrate an appreciation of and ability to work well within a team.

Demonstrate an adaptable attitude to undertake a wide range of duties.

Demonstrate a proven track record of success in managing project based work and managing out-sourced legal services.

Demonstrate an understanding of and an awareness of the principles of the council's equal opportunities policy and equality issues.

Demonstrable evidence of excellent personal organisational and time management skills.

Demonstrate an ability to work under pressure and deal with unforeseen and urgent demands.
