



# Job Description

**Job Title:** Principal Lawyer

**Department:** Comptroller & City Solicitor

**Grade:** F

**Location:** Guildhall, London EC2

**Responsible to:** Assistant City Solicitor, Public & Corporate Law and Chief Lawyer, Public & Corporate Law

**Responsible for:** N/A

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

**Purpose of Post**

To provide general assistance in the work of the Public & Corporate Law Division in dealing with matters affecting the City Corporation and other client bodies, including issues relating to local authority, administrative and constitutional law, planning and highways law, charities and trust law, ecclesiastical law, company law, information law, electoral law and the law relating to open spaces.

**Main Duties & Responsibilities**

1. To undertake research and provide written and oral advice to internal and external clients, including officers and elected members.
2. To conduct transactional matters as may be required such as agreements and memoranda of understanding.
3. To provide legal comments on committee reports and to draft reports on legal issues.
4. To participate in meetings/working parties, committees and sub-committees and provide clear oral advice.
5. To instruct counsel and external solicitors where appropriate.
6. To assist in maintaining good internal and external relations, with particular emphasis on excellent client care, including liaison with external consultants and other professional advisers to the City Corporation.
7. To supervise such junior staff as required by the Assistant City Solicitor and Chief Lawyer.
8. To keep abreast of developments in relevant areas of the law.
9. To attend training courses that will improve the post holder's ability and effectiveness to carry out their duties.

10. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
11. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
12. To undertake such other duties that may reasonably be requested appropriate to the grade.

# Person Specification

**Job Title:** Principal Lawyer – Public & Corporate Law Division

**Department:** Comptroller & City Solicitor

**Grade:** F

**Trent Position number:**

**DBS Criterion:** Basic DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is politically restricted – full details of what this means can be found [here](#)

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

## Professional Qualifications / Relevant Education & Training

- Qualified Barrister, Solicitor or Legal Executive (A)

## Experience Required

- Significant post-qualification experience in a range of public, local government and administrative law matters, preferably gained within a local authority setting. (A & I)
- Proven experience of dealing with complex legal issues in three or more areas of local authority, administrative and constitutional law, planning and highways law, charities and trust law, ecclesiastical law, company law, information law, electoral law and the law relating to open spaces, together with a willingness to acquire expertise in other areas. (A, T & I)
- Proven ability to work with a minimum of supervision, whilst adhering to LEXCEL standards. (A & I)

## Technical Skills & Knowledge

- Excellent written communication skills in order to draft clear and concise advice, reports, agreements and correspondence. (A)
- Excellent oral communication skills in order to advise clients and stakeholders, including external bodies. (I & T)
- Excellent comprehension, research and analytical skills in order to formulate pragmatic solutions which meet legal requirements and organisational objectives. (A & I)
- The ability to build excellent working relationships and engage with colleagues, clients and stakeholders, including at senior levels, in order to achieve service delivery. (A & I)
- The ability to supervise more junior staff undertaking legal casework. (A & I)
- Good time management skills in order to manage a busy workload and progress matters in a timely manner. (A & I)
- Computer literacy. (A)

## Other Relevant Information

- The role requires office attendance (under the corporate hybrid working arrangements – 3 days a week) on days to be agreed around business needs.

## Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £59,060 - £66,670 inclusive of Inner London Weighting plus a non-contractual market forces supplement of £10,898 per annum. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**



This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

This policy is subject to change effective 1st July. You will be updated on the approach as part of your offer of employment.

### **Notice Period**

2 month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **City Benefits**

CoLOUR is our rewards, benefits, and recognition platform. As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks,



where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.