Recruitment information

Job description and person specification

Your title	Legal Officer
DBS check	N/A
Your team	Legal Services
You would be based	Civic Centre, Esher (hybrid working policies)
Your line manager	Principal Solicitor

Elmbridge Borough Council
... bridging the communities ...

About the role

This role covers planning, housing, licensing, environment, regulatory, information governance and criminal and civil litigation matters. The postholder will support the Head of Legal and Governance, the Principal Solicitor and other members of the Legal Team in providing an effective legal service to the Council.

The nature and level of work allocated, degree of autonomy and supervision required will reflect the postholder's qualifications, competence, experience and professional authorisation.

The main purpose of this role is to deliver effective and practical legal advice and casework across its service areas.

Specific duties and responsibilities

1. Provide legal advice and legal services on planning, regulatory, licensing, housing and environmental matters, including criminal and civil litigation, within your competence, professional status and applicable authorisation.

2. Provide advice on other legal and governance matters as reasonably required.

3. Work as part of a busy and supportive legal team, engaging with and covering for colleagues where appropriate and contributing to the achievement of Service Delivery Plan objectives.

4. Manage your allocated caseload and maintain files to corporate and professional standards, with autonomy and supervision reflecting your competence, experience and professional authorization.

5. Provide advice in relation to risks to the Council in respect of any legal implications arising from the matters you are dealing with within the team and organisation.

6. To provide advice and draft, review, update legal documents across the practice areas covered by the role

7. Assist with Information Governance and the Council's obligations arising from the Freedom of Information Act 2000, Environmental Information Regulations 2004, and Data Protection Act 2018.

8. Prepare or assist in the preparation of reports relevant to practice areas as may be required from time to time for Council committees, sub-committees and working groups of officers and/or members.

9. Carry out such tasks and discharge such responsibilities as may from time to time be allocated by the Principal Solicitor or the Head of Legal & Governance.

10. Attend committee and sub-committee meetings as and when necessary to provide legal advice and assistance.

11. Undertake legal research as necessary on wide range of subject matters, and communicate the outcome clearly and practically.

12. Collate and prepare evidence for presentation before a court or tribunal, or in other proceedings. Liaise as necessary with officers from client departments and/or other persons as circumstances require.

13. Represent the Council, or assist with representation, in court, tribunal or other proceedings.

14. This job description sets out the principal responsibilities of the role but cannot cover every task or issue that may arise. The postholder may be required to undertake other reasonable duties from time to time that are commensurate with the nature and level of the post.

Professional qualification route

Salary and appointment

Salary: £40,402 to £55,784 per annum.

Appointment within the salary range will take account of the successful candidate's qualifications, relevant experience and level of professional competence, in accordance with the Council's pay and grading arrangements.

Your conduct

We expect the highest standards of conduct from our employees. You must, at all times, carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You must exercise appropriate duty of care when handling personal data, special category personal data and any other confidential or sensitive information accessed in the course of your employment. You must comply with GDPR, the Data Protection Act 2018, the Council's Information Security Policy and related guidance.

Talent development

We have a development programme that includes regular one-to-ones, mid- year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Read the person specification carefully before completing your application.

This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis

Elmbridge Borough Council is committed to providing the best possible services and they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

Applicants must have, or obtain before commencing employment, the right to work in the United Kingdom. Evidence of eligibility will be required as part of the recruitment process, and any offer will be subject to satisfactory evidence of that right.

Job Title: Legal Officer
Team: Legal Services
Salary: £40,402 – £55,782

Car allowance: C4 (occasional user)
Hours: 36 (Full Time)

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
1	Qualified as a Solicitor, Barrister or Chartered Legal Executive/CILEX Lawyer.	E	(A)
2	Hold a practising certificate, professional authorization, or practice rights, as required for the duties allocated, with those duties reflecting the postholder's qualifications, competence and authorisation.	E	(A)(I)

Experience

No .	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
3	Relevant experience in the practice areas required for the post in Local Government or similar legal office	E	(A)(I)
4	Experience of working in, or knowledge of, local government or a comparable public-sector organisation, including working with elected members, committees or equivalent decision-making bodies.	D	(A)(I)

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application (A) Test (T) Interview (I)
5	Demonstrates an ability to keep legal and professional knowledge up to date within own areas of expertise	E	(A)(I)
6	Able to acquire and apply legal and professional knowledge to provide an effective service to internal and external clients, with appropriate supervision where required.	E	(A)(I)

7	Good understanding of, or capacity to develop an understanding of, local government decision-making and modern political arrangements.	D	(A)(I)
8	Knowledge of, experience in, or demonstrable aptitude to develop proficiency in one or more of the practice areas identified in the job description.	E	(A)(I)
9	Understanding of, or capacity to develop an understanding of, local government and public law.	D	(A)(I)
10	Able and willing to develop the legal knowledge, professional competence and practical skills required for the role.	E	(A)(I)

	Working with others		
11	Acts honestly and fairly in dealing with others and tolerance of different working styles	E	(A)(I)
12	Contribute ideas and suggestions to improve teamwork and service delivery	E	(A)(I)
13	Has a flexible attitude to team roles and shares own knowledge, experience and skills to improve team performance	E	(A)(I)
14	Works collaboratively and is willing to learn from colleagues and professional feedback	E	(A)(I)

	Customer Focus		
15	Seeks practical solutions to clients' needs and recognises when a matter should be referred to a supervisor or line manager.	E	(A)(I)
16	Maintains the Council's reputation through a professional, courteous and proportionate approach.	E	(A)(I)
17	Understands how their role, advice and actions affect clients, residents and the Council.	E	(A)(I)

	Communications		
18	Listens effectively, identifies relevant issues and asks appropriate questions	E	(A)(I)
19	Speaks and writes clearly	E	(A)(I)
20	Communicates tactfully and sensitively, including when dealing with difficult or contentious matters.	E	(A)(I)

	Personal Attributes		
21	Actively seeks opportunities to learn and develop new skills.	E	(A)(I)
22	Ability to conduct legal research and to analyse and apply legislation, case law, guidance and precedents accurately and appropriately.	E	(A)(I)
23	Organises work effectively and uses time and resources proportionately and cost-effectively.	E	(A)(I)
24	Responds positively to supervision and feedback	D	(A)(I)

Special requirements

No.	**Key requirements**	**Desirable/ essential**	To be tested by: Application (A), Test (T), Interview (I)
25	Able to travel as required for the role, with access to a suitable vehicle and holds a current driving licence.	E	(A)(I)
26	Able to attend evening committee and other meetings as required	E	(A)(I)