Job Pack



Lawyer

Lewes District Council

EASTBOURNE Borough Council

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance.

"The best of town, country and coast"

Our commitment to inclusion

The Councils are committed to providing a service and culture where everyone is given the opportunity to achieve their full potential, feel valued, safe, respected and included. We welcome applications from people of all backgrounds and recognise that a diverse range of skills, attitudes and experiences bring fresh ideas and perceptions that enrich our organisation and local communities. If you need any reasonable adjustments or accommodations during the application, interview, or assessment process, please let us know by contacting recruitment@lewes-eastbourne.gov.uk.

Benefits and discounts

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2,+ 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.

- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.

- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.

- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Vita Health Group an independent external organisation who work to a robust professional code of strict confidentiality.

- They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.

- Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.

- Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.

- They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

Job Description

Post Title	**Lawyer**
Service Area	**Chief Executive**
Team	**Legal Services**
Grade	**PO 07 – 18 (LDC scales based on job role, experience and qualifications)**
Reports to	**Head of Legal Services**
Date prepared	**September 2026**

Job Purpose

To provide a professional legal service to Lewes District Council, Hastings Borough Council and Eastbourne Borough Council (the councils'), their Members and Officers and, where required, to council companies, other local authorities and outside bodies, acting on his/her own initiative.

To assist and support the Head of Legal Services in the continuous improvement of Legal Services.

Key Tasks

Main Duties:

To perform legal tasks in relation to the following areas of work:

General Service Delivery

1. Give written and oral advice as necessary to officers including senior management and members.
2. Sit on project teams and working groups and advise the same.
3. Advise on reports for Cabinet and working parties.
4. Maintain appropriate records associated with the discharge of tasks.
5. Demonstrate flexibility as a Lawyer, initiating and leading where required and working always to achieve the corporate priorities.
6. Instruct and supervise the work of external solicitors, barristers and other advisors
7. Contribute to reviews of legislation and case law, including interpretation and implementation, and provide briefings and/or training on the same.

8. Contribute legal and general advice on policy formulation, interpretation and implementation.
9. Provide professional guidance updates, where applicable, to other members of the legal team
10. Ensure that work is performed in a professional manner and in accordance with the agreed standards of the team.

Specific to the Contracts Role

11. To perform legal tasks in relation to the following areas of work:
    - Commercial Contracts, including IT
    - Construction contracts (mostly JCT related)
    - Corporate Projects
    - Grant Funding agreements
    - Subsidy Act
12. Advisory role in corporate procurement projects and matters of corporate priority.
13. Draft, review and negotiate terms and conditions for commercial contracts relating to goods and services and construction (works) contracts
14. Review and provide advice on grant terms for grant applications supplied by central government and other funding bodies
15. Draft and negotiate grant conditions for grant funding being supplied to third parties (e.g. via S106 funds, or government funded projects)

Specific to the Property role

16. To manage a varied case of property matters from instruction to completion
17. Draft and negotiate property documentation, including but not restricted to:
    - Freehold and leasehold sales and acquisitions
    - Licences, easements, restrictive covenants
    - To advise on landlord/tenant matters generally
18. Attend to all post-acquisition requirements including registration of title and taxation.
19. Commission specialist taxation advice (eg VAT, SDLT) when necessary.
20. Research and complete reports on title.

21. Advise on the validity and enforceability of covenants and other rights/obligations affecting land.
22. Role is focussed on commercial property matters with a lesser element of residential work
23. Opportunities to work on a wide variety of work from more routine estate management matters to complex, high value projects working with colleagues from across the legal team.

Specific to the Planning role

Within a unique mix of environments, including the larger urban areas of Eastbourne, and Hastings and the small towns and villages in rural locations and in coastline settings, to:

24. Provide specialist legal advice on all aspects of planning and related law, including Development management, Planning enforcement, Planning appeals, Judicial review and statutory challenges, Section 106 planning obligations, and Local plan preparation and examination.
25. Draft, negotiate, and complete planning obligations, deeds, agreements and other legal documentation required in connection with development proposals.
26. Conduct or oversee litigation and tribunal proceedings, including managing external solicitors and counsel where appropriate.
27. Advise the Planning Committees, Members and officers on legal and procedural matters relating to planning applications and other planning & regulatory functions, including regular attendance at evening planning committees.

Specific to the Regulatory (Housing, Licensing & Litigation) role

28. Advise on criminal and civil litigation generally and appear for the councils in tribunals and lower courts in and around Sussex. This includes but is not limited to matters relating to travellers and other trespassers and tenancy fraud
29. Advise and represent the councils on housing related matters including, but not limited to, on homelessness and section 204 appeals, possession action, disrepair claims, travellers and other trespassers.
30. Provide licensing advice that relates to licensed premises under the Licensing Act 2003 and other licensing matters, including, but not limited to, taxis, street trading, gambling and sex establishments. Regular attendance at evening meetings, acting as Legal Advisor to the Licensing Committees and Sub Committees. Dealing with appeals to the Magistrates' Court in licensing matters.

31. Advise and represent the councils on environmental health matters including, but not limited to, abatement notices, food safety, health and safety and private sector housing e.g. Improvement Notices under the Housing Act 2004

Specific to the Debt collection role

32. Advise and represent in relation to the debts of individuals and businesses to the councils and others e.g. council companies. This includes, but is not limited to, serving pre-action letters, settlement agreements, claims, enforcement of judgments and insolvency/bankruptcy proceedings

Other

33. Undertake any other duties as appropriate to the role as may be reasonably required.
34. To promote equality of opportunity in service delivery in all aspects of the role, in line with corporate policies, training and procedures.

Lewes District Council (LDC) employs a team of lawyers which provides legal services to Hastings Borough Council, Lewes District Council and Eastbourne Borough Council. The post holder will be required to attend the offices of all councils as necessary to best perform their professional duties and hybrid working will be supported. The post holder will be required to work towards establishing further market and shared services opportunities as appropriate.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. You will be required to support the Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.

7. The Councils are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

   The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

8. To work within the Council's Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results.	• Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self Management	• Self motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction

Working Together	• Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
• Qualified Solicitor, Barrister, Legal Practitioner or Legal Executive • Ability to obtain and hold a practising certificate	

TRAINING

Essential	Desirable
• Willingness and aptitude to train and develop in the role • Evidence of continuing professional development	

SKILLS & ABILITIES

Essential	Desirable
• Ability to give high level legal advice to officers and members and take a lead role in corporate projects • Excellent written and verbal communication skills with ability to write clear and concise reports and to present informational oral and written skills • Excellent negotiating and drafting skills • Ability to independently manage a substantial case load • A team player with the ability to develop and maintain good working relationships at all levels	• Ability to supervise the work of others • Previous use of time recording software • Ability to train or explain to others on a particular topic, including to senior management, political leaders and Cabinet members.

• Able to work under pressure, organising work to ensure deadlines and targets are met • Ability to identify new and emerging legislative and policy changes of significance; to assess the most appropriate persons or groups to brief; and to deliver the briefing effectively • Ability to provide complex legal advice in accordance with corporate policies and a local government setting • Good IT and keyboard skills	

KNOWLEDGE

Essential	**Desirable**
• Sound knowledge and understanding of relevant area of law	

EXPERIENCE

Essential	**Desirable**
• Experience in relevant area of law	• Experience of working in a local government setting

PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	**Desirable**
• Prepared to work occasional late hours on urgent projects	• Disclosure and Barring Service Clearance

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration
This is a permanent contract.

Conditions of Service
The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band PO07 – PO18.

Salary
The spinal column points (SCP) for the post are as follows:

PO 07	£48,032	PO 12	£53,745	PO 17	£59,669
PO 08	£49,148	PO 13	£54,831	PO 18	£61,097
PO 09	£50,301	PO 14	£56,024		
PO 10	£51,442	PO 15	£57,237		
PO 11	£52,589	PO 16	£58,463		

Hours
The hours for this post are 37 a week, although part-time hours can be considered. The role of Planning Lawyer is for part-time hours only. These hours will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer
As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Council under its Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks. You may also be asked to become a Rest Centre Manager which involves managing short-term shelter for people who are temporarily displaced from their home as a result of an emergency.

Place of Work
This role is hybrid working. Your normal place of work will be a mix of office and working from home. You will be required to work from our offices in Eastbourne, Lewes, Hastings or Newhaven, or such other places within the boundaries of Lewes District, Hastings Borough and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

- Budget for travel costs in accordance with the Travel Policy.
- Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.

Probationary Period
All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage
You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave
The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period
The contract of employment applicable to this post will specify a minimum period of two calendar months, increasing to three calendar months when paid from PO14, to be given by either side.

Political Restriction
Some posts are politically restricted under the Local Government and Housing Act 1989. In some cases these are specific posts, and others are restricted because of the salary they attract. At Eastbourne Borough and Lewes District Council the restricted posts are: Corporate Management Team members, Communications Lead, Communications Officer, and all posts graded Band G or PO11-14 and above.

Certain posts are designated politically restricted by specific regulation. If you hold one of these posts, you will be required by law to observe certain restrictions regarding your out of work activities, For example, you may not:

- Stand for election to local authorities (except Town or parish councils) and the House of Commons
- Hold office in a political party
- Canvass at elections, or
- Speak or write publicly on matters on party political lines

It therefore follows that applicants for any of the posts above must not hold such an office or act in the manner described.

Further guidance on politically restricted posts can be found in the Local Government and Housing Act 1989." If your are successfully appointed to this role this will be reflected in your terms and conditions of employment.

Pension
We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2026 are:

Pay Range	Contribution
Up to £18,400	5.50%
£18,401 to £29,000	5.80%
£29,001 to £47,300	6.50%
£47,301 to £59,800	6.80%
£59,801 to £84,000	8.50%
£84,001 to £119,100	9.90%
£119,101 to £140,400	10.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.80%.