Job Description

POST IDENTIFICATION

Post Title	**Senior Solicitor (Litigation)**				
Grade	12	**Job Evaluation ID:**	1037B	**Date Evaluated/Reviewed**	01/06/2023

Service Area	Law & Standards				
Service Team	Corporate Services				
Responsible to	Legal Services Manager				
Areas of Responsibility	Litigation				
Number of staff responsible for	4-9	**Political Restricted Role** *(refer to special conditions section)*	Yes	**DBS Required**	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

1. **To provide advice to a range of Council officers across different services and manage a caseload of complex litigation matters relating to a variety of areas of law.**
2. **To manage the Litigation Section of the Legal Services Team and ensure that the team meets its objectives and carries out work to a high standard.**
3. **To support the Legal Services Manager in ensuring that the aims and objectives of the Legal Services Team are met.**

KEY RESULT AREAS

1. To effectively manage a caseload comprising a range of complex litigation matters across a variety of areas of law, including civil and criminal litigation, judicial and statutory review and proceedings in tribunals and inquiries.
2. To provide legal advice and support to Council committees, including the Licensing Committee, and to attend Council and committee meetings as required.
3. To provide prompt, effective and user-friendly legal advice to a range of Council service areas.
4. To negotiate on behalf of and resolve disputes involving the Council as required.
5. To proactively provide support to other Council service areas, including the provision of appropriate training and legal updates.
6. To be responsible for the effective and efficient operation of the Litigation Section and ensuring that it operates in accordance with the priorities of the Legal Services Department and the Council as a whole.
7. To oversee and be responsible for the conduct of all work undertaken by the Litigation Section including ensuring that work is delegated within the team effectively and is carried out promptly and to a high standard.
8. To be responsible for the day-to-day management of the staff within the Litigation Section, to include the carrying out of appraisals, identifying training needs and encouraging the professional development of members of the team.
9. To assist and contribute towards the development and review of Service Level Agreements for the work undertaken by the Section and to provide input on Service planning when required.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• The postholder must be a solicitor, barrister or Fellow of the Institute of Legal Executives with equivalent practice rights, with substantial post-qualification experience in an area/areas of law relevant to the role.	• An additional advocacy qualification, e.g. Higher Rights of Audience.
Knowledge	• Good knowledge of some or all of the following areas of law: - Civil litigation - Criminal litigation - Judicial and statutory review - Employment law - Housing law - Environmental law - Social care law - Planning enforcement • Sound knowledge of Court rules and procedures.	• Knowledge of Local Government Law and administration • Knowledge of rules and procedures in tribunals and inquiries
Experience	• Experience of managing a varied caseload of litigation/dispute resolution matters, including complex cases, with minimal supervision. • Experience of carrying out advocacy in criminal and/or civil courts.	• Experience of line-managing other members of a team. • Experience of delegating work to and supervising others. • Advocacy experience in tribunals and/or inquiries. • Previous experience of working in local government. • Experience of advising members and committees. • Experience of preparing and delivering training.
Aptitude & Skills	• Strong written and oral communication skills. • Ability to persuade and influence others • Able to work effectively as part of a team. • Builds and maintains strong working relationships with colleagues and other stakeholders. • Receptive to feedback and willing to consider new ideas and ways of working. • Ability to work under pressure and prioritise work in line with the priorities of the service and organisation as a whole. • Ability to work unsupervised but seeks managerial input and escalates matters where appropriate.	• Able to innovate and implement new ideas to create more effective and efficient ways of working.

	• Ability to work on own initiative within the parameters of organisational policy. • Ability to organise and manage others. • Committed to own personal development and willing to develop new skills.	

EXPECTED BEHAVIOURS & VALUES

Manage the performance of people. Carry out 1-2-1s, My Reviews, the first stages of HR policies and develop people. Recognise respect and reward people's contribution valuing difference.

Seek out opportunities for innovation including use of technology and implement their use for managing and delivering services.

Represent the Council leading from the front, ensuring visibility, communicating in a straightforward, open way. Build a strong network of collaborative relationships internally and externally

Take quick confident decisions, to move things forward to meet organisation goals. Continually reinforce a culture of inclusive decision making and shared leadership

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	0	Writing Skills	0	Reading / Understanding Skills	0

Special Conditions

Disclosure & Barring Service Disclosures	Not Applicable
Politically Restricted	The post you are applying for is politically restricted under the provisions of the Local Government and Housing act 1989. If you wish to receive further information about politically restricted posts e-mail human.resources@newport.gov.uk
Other (including physical demands and working conditions)	Flexibility of working hours. Ability to travel to and from Court and other Council buildings as needed.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here