Mansfield District Council

Job Description

Post title	Lawyer	**Grade**	5-6 (career grade)
Department	Law and Governance	**Post ref**	XLG20

Overall job purpose
To assist in the provision of a legal service as required across all functions of the Council and to deputise for the Principal Lawyer as required.

Reporting relationships	
Reports to:	Principal Lawyer
Responsible for:	N/A

Key tasks and responsibilities – post specific
Tasks and responsibilities at Grade 5:
To carry out legal work for the Council and give general legal advice to the service areas and their departments.
To carry out any legal work, including but not limited to employment, land and property transactions, procurement, capital projects, licensing, planning, contracts, agreements, litigation, governance advice and undertaking advocacy.
To attend ad-hoc Committees and Working Group meetings to provide legal, procedural and constitutional advice as required.
To contribute to the preparation of Freedom of Information, Environmental Information Regulation and Data Protection requests as required.
To prepare instructions and briefs to Counsel / external legal advisors.
To prepare and draft legal documents and where necessary develop and create mechanisms to meet the requirements of the Council.
To build and maintain good working relationships with fellow officers and foster partnerships working with external partners / agencies.
To contribute to the development of a customer focused legal service.
Tasks and responsibilities at Grade 6 (in addition to those listed above at Grade 5):
To undertake complex work and prepare and draft complex legal documents.
To attend ad-hoc Council meetings and Committee meetings to provide legal, procedural and constitutional advice as required.
To provide guidance and advice on the Regulation of Investigatory Powers Act 2000.
To contribute to the project work of the Council.
To contribute to the preparation and development of the Law and Governance service plan for the legal service.
To deputise for the Principal Lawyer as required.
To identify and implement developments in areas of practice including cascading those developments to officers within the legal service.
To deliver training on areas of practice to departments / directorates across the Council.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.			
Employee signature:		**Date:**	