THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE:	Senior Lawyer – Community Services Team (Legal Services)
POST NUMBER:	X-LG-LG046
DEPARTMENT/DIRECTORATE:	Legal Department, Resources Directorate
LOCATION:	Civic Offices, Barry.
POST GRADE:	Grade 10 £47,181-£50,269, and MFS + £5500 reviewable in 24 months
RESPONSIBLE TO:	In the first instance Principal Lawyer (Post No X/LG/LG004) and thereafter Operational Manager Legal Services (or Head of Legal Services in the Operational Manager's absence).
RESPONSIBLE FOR:	Legal Assistant
LIAISON:	Officers at all levels within the Council, elected members, the Welsh Government, other gornment departments, external organisations (including solicitors/barristers) and members of the public and such other persons or organisations as the job requires.
MAJOR PURPOSE OF POST:	To assist in the provision of a comprehensive legal service to the Council. To assist the Head of Legal Services to ensure delivery of an effective, efficient and economic legal service which addresses the needs of the people of the Vale of Glamorgan and which meets the challenges of the Wales Improvement Programme or such other regimes that may be introduced from time to time.

Schedule

Main Duties and Responsibilities

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities. This job description will be reviewed and amended as necessary and in any event on an annual basis to ensure service delivery requirements for the Department are met.

Principal Duties

1. To undertake Social Services and Child Care legal work of the Council, including the preparation and conduct of the Council's case in the High Court, the County Court, Magistrates' Court, Boards, Panels, other Tribunals and Inquiries.

2. To supervise a Legal Assistant.

3. To undertake the Mental Health legal work of the Council, including the preparation and conduct of the Council's case in the High Court, Magistrates Court, County Court and Tribunals.

4. To undertake the Adoption/Fostering legal work of the Council to include attending at the Adoption Panel/Fostering Panel as necessary.

5. To attend at case conferences, liaising with social workers, expert witnesses and Counsel as necessary in the conduct of any matter to which reference appears in 1, 2 and 3 above.

6. To prepare and conduct the Council's case in proceedings for judicial review brought against the Council.

7. To record a minimum of 1200 chargeable hours per financial year in accordance with the Law Society's recommendations unless otherwise agreed with the Head of Legal Services or the Operational Manager Legal Services.

8. To keep abreast with changes in the law in the field of operation, and to disseminate information relating to such changes to other members of the Department and to other staff within the Council who may be affected by such change.

Secondary duties

9. To prepare briefs to Counsel and where necessary attend in conference with Counsel in connection with any matter with which the Council is involved.

10. To provide legal advice to Committees, Sub-Committees, Working Groups of the Council, departments of the Council and to the public (if appropriate). Attendance at Committees, Sub-Committees and other Working Groups is implicit in these duties, together with providing legal interpretation on the Council's constitution, preparing and approving agendas, reports and minutes of such meetings.

11. Where so instructed by the Head of Legal Services or the Operational Manager Legal Services, to have conduct of criminal/civil matters in the Magistrates Court, the Crown Court and County Court.

General duties

12. To carry out the duties of this post with limited supervision except on strategic issues.

13. To provide advice and guidance to Council members (including Cabinet members whose portfolios relate to the responsibilities of this post), staff, outside bodies and the public as may be properly required taking in to account the Council's commitment to provide customer care.

14. To attend in-house and external training courses as required by the Principal Lawyer (Post Number X/LG/LG004) or the Operational Manager Legal Services.

15. To undertake the efficient, effective and economic delivery of services so as to enable the Department to compare favourably with the private sector in accordance with the Government's Wales Improvement Programme or such other regime as may be introduced from time to time.

16. To utilise information technology as fully as possible within the constraints of the job, which shall include co-operating fully with any scheme or pilot scheme using the same (including time recording) that shall be introduced within the Department or across the Council.

17. To undertake work for third parties with whom the Council may contract or on whose behalf the Council may act as required by the Head of Legal Services or the Operational Manager Legal Services.

18. To implement the principles of the Council's Equal Opportunities Policy whilst carrying out the above duties.

19. To ensure awareness and compliance with the Council's service aims and objectives for the Legal Department.

20. To ensure compliance with the Legal Department's Performance Indicators.

21. To ensure awareness and compliance with any department and team plans that may be implemented from time to time and ensure awareness and compliance with any systems or procedures implemented within the Legal Department (including all systems and procedures implemented to achieve and retain Lexcel accreditation or any other quality standard).

22. To provide corporate and constitutional advice as and when required.

23. To undertake in addition to the above duties and responsibilities such additional duties as may result from time to time due to changing circumstances and demands on the service but which will not change the level of responsibility accorded to the post.

SIGNED: …….. **DATED:** ……..
(Director/Chief Officer)

SIGNED: …….. **DATED:** ……...
(Postholder)