Job Description and Person Specification

Post Title: **Legal Services Officer**

Reports to: **Head of Legal Services**

Scale: **5**

Politically Restricted: **Yes**

Overall Purpose

To provide general legal advice to the Council.

Key Roles, Tasks and Responsibilities

1. To provide cover for the Legal Service Officers during absence.

2. To assist Legal Services officers in ensuring that the Council complies with all legislative requirements and providing legal services to all departments.

3. To conduct all aspects of District Council legal work as allocated by the Head of Legal Services, working with minimal supervision whenever possible in the following areas:

- Contract
- Planning and enforcement
- Property (Transfer of Land/Commercial Leases)
- Litigation/Advocacy in the Criminal Courts
- Civil litigation and debt recovery

4. To provide pro-active solution focussed legal advice.

5. To provide quasi legal administrative support to the Head of Legal Services including preparation of Court bundles and instructing external legal support.

6. To advise members of staff, senior managers and councillors in one to ones, meetings and committee meetings.

7. To complete routine civil court paper work including but not limited to Small Claims, Defences, Applications for Charging Orders, Allocation Questionnaires and represent the Council in hearings within the postholders skill and discipline.

8. To represent the Council on external bodies, forums or at shared best practice meetings.

9. To instigate prosecutions and represent the Council in the Magistrates Court as deemed appropriate within the postholders skill and discipline.

Post Characteristics

Allowances: Casual Car User

Security/safeguarding checks: None

Health and Safety Responsibilities

To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.

2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.

3. To take reasonable care for health and safety of yourself and others.

4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.

5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.

6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Desirable:

Good knowledge to enable the post holder to carry out day to day responsibility for matters within the following areas:

Planning and enforcement (1,2*)
Property (Land Transfers/Commercial Leases) (1,2*)
Litigation/Advocacy - Criminal Courts (1,2*)
Civil litigation and debt recovery (1,2*)
Contract and procurement (1,2*)
Knowledge of laws, practices and procedures of administration and local government (1,2*)

Experience

Essential:

Working in a Legal or Regulatory Office (1,2*)

Staff Management (1,2*)

Desirable:

Working in Local Government (1,2*)

Working in Partnership with other public, 3rd sector or Private bodies (1,2*)

Advocacy in Magistrates and County Courts (1,2*)

Provided representation or advice in a Public Inquiry or other quasi legal body (1,2*)

Skills/Abilities

Essential:

Excellent written and verbal communication skills, with an ability to assimilate and effectively communicate complex subject matter to a wide range of audiences (1,2*)

Ability to develop and maintain strong working relationship with officers, members, the Senior Leadership Team across the organisation (1,2*)

Interpersonal skills of tact, diplomacy, persuading, influencing and negotiating (1,2*)

Competent in the use of Microsoft Office (1,2*)

Ability to prioritise own workload when experiencing conflicting demands (1,2*)

Ability to work on own initiative with minimal supervision (1,2*)

Demonstrable experience of effective team working (1,2*)

Capable of drafting and interpreting legal documents (1,2*)

Able to demonstrate an innovative approach to solving legal problems (1,2*)

Political awareness and sensitivity (1,2*)

Setting and management of budgets (1,2*)

Qualifications/Training

Desirable:

Law Degree (2,3*)

Qualified Solicitor/ Barrister /Legal Executive (2,3*)

Other

Essential:

Ability to provide legal advice to members at evening meetings (2,3*)

Method of assessment*

1. Application form
2. Probing at interview

3. Documentary evidence

Job Description and Person Specification details:

Reviewed by:	Head of Legal Services
Latest Version Date:	November 2026
Job Evaluation Ref:	A2107