

Role Title	Legal Officer - Litigation
Job Family	Resources – Governance and Law/Litigation team
Pay Scale	SO2
Oracle position number	
Date prepared	
Purpose To be responsible for giving legal advice, undertaking advocacy, and providing support to clients in one or more areas of the Litigation Team's work as follows; Primary areas of Responsibility • Criminal and Civil Law • Housing/Landlord and Tenant and commercial • Employment Secondary areas of responsibility • Corporate Governance and Information (shared with other teams) Responsible for conduct of (including advocacy in) litigation in the areas of responsibility as assigned by the Senior Lawyer and/or Head of Law (Litigation) To contribute to the effective operational management of the Legal Services team in order to deliver a high quality and cost-effective legal service which includes undertaking advocacy in other areas of Legal Services where required and competent to do so.	
Generic Accountabilities	End Results/ Outcomes
Advise, consult and guide client directorates as required	Client Satisfaction Enhanced ability to influence sound Council decision making
Provide specialist advice on matters specific to the areas of litigation within the team, including advising on legislative changes and the impact of case law	Client Satisfaction Enhanced ability to influence sound Council decision making
Engage effectively with all clients and customers in order to understand their service requirements and to deliver on them	Client Satisfaction Delivering Service Plan targets Achievement of Council plans and priorities
Ensure that client confidentiality is maintained at all times	Client Satisfaction Maintaining professional and practice standards
Plan and prioritise allocated work efficiently and support the continuous improvement of the Legal Services Team	Value for money Efficient use of resources Client satisfaction
Ensure effective operational use of all service resources by regularly reviewing working methods, systems and equipment	Value for money Efficient use of resources
Prepare reports, documents, minutes and correspondence as required	Value for money Efficient use of resources
Conduct all work in accordance with practice management standards laid down by the Law Society (Lexcel) and all other departmental and corporate performance	Client satisfaction

standards in order to maintain a standard of excellence	
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Role Specific Accountabilities	End Results/ Outcomes
Provide specialist legal advice and assistance in litigation matters	Successful outcomes for the Council Achievement of Council plans and priorities
Represent, promote and defend client interests in public inquiries, courts, tribunals or other forum for the areas of responsibility set out above (and including other areas of Legal Services as required)	Successful outcomes for the Council Efficient use of resources
Maintain awareness and understanding of changes in the relevant areas of litigation law and other developments, and advise on action required to be taken	Successful outcomes for the Council Enhanced reputation for the Legal Services Team
Understand the teams budget and service performance against service plan targets and contribute to the delivery of the required team performance outcomes	Successful delivery of team business plan Client satisfaction
Assist in developing policies, protocols and good practice in relation to litigation law.	Client satisfaction Promotion of high professional standards and continuous service improvement
Regularly update any excel spreadsheets/information systems relating to areas of work undertaken within the teams as well as closed cases.	Maintenance of service standards
Assist with the provision of training to clients and members of the team	Successful outcomes for the Council Continued development of staff to meet service needs
Undertaking research such as finding case law or guidance notes	Minimising risk and supporting the opportunity to achieve successful outcomes for clients and the Council

Nature of Contacts
Lawyers within the Legal Services team and members, managers, external partner and stakeholder representatives, court/tribunal personnel and the public. Work with colleagues primarily in Litigation but also across the Legal Services team to improve and develop services, deliver service plan objectives and targets and provide high levels of client and customer service. Manage a variety of routine to complex situations and relationships providing advice and information to colleagues internally and externally ensuring colleagues and clients receive effective support.

Procedural Context

Reports to: Senior Lawyer – Litigation (advocacy)

The Legal Officer provides professional advice, support and guidance in primary and secondary areas of responsibility in Litigation. Line management is exercised by the Head of Law – Litigation as a result of the Lawyers in the team being primarily advocates spending considerable time out of the office. The Legal Officer is therefore expected to work with a relatively high degree of autonomy and take initiative in their areas of responsibility.

The work undertaken will consist of routine to more complex cases, dealing with contentious matters in a rapidly changing environment.

Key Facts and Figures

Chargeable Hours; 1300

Working conditions; office based in an open plan hot-desking environment. Occasional working from home.

Resourcing

Budget Responsibilities: none

Supervisory Responsibilities: none

Competency Level: This role will be required to deliver to the level of competencies for All Colleagues as set out in the Council's competency framework

Knowledge, Skills and Experience

EXPERIENCE

At least one years' experience in the legal profession.

Experience and understanding of the law relating to public sector housing, employment or criminal law

Demonstrate accurate knowledge of practice and procedure in relation to proceedings for primary areas of responsibility

Experience in advocacy before the District Judge, Magistrate, Employment Judge

Effective participation in Lexcel and/or other quality systems

Working in a local authority or other public sector or regulatory body or large organisation

Personal Skills

Excellent communication skills both orally and in writing

High level of advocacy skills

Ability to work under pressure and meet deadlines whilst handling a high-volume workload.

Ability to quickly understand legal issues and analyse data

Pro-active and have the energy, commitment and resolve necessary to get the job done

Ability to develop and maintain good working relationships with senior managers and other officers.

Good IT skills to utilise work systems and Microsoft Office applications

Good keyboard skills to input data precisely and draft complex documentation

Indicative Qualifications

Law Degree, FILEX (or working towards)

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.