Role Title	**Lawyer – Litigation**
Job Family	**Operations – Governance and Law**
Pay Scale	**PO3-6**
SAP position number	
Date prepared	**27TH March 2023**

Purpose

Contribute to the effective operational management of the Legal Services team in order to deliver a high quality and cost-effective legal service.

Provide high quality pro-active legal advice, assistance and support to clients and their service areas including cases/projects of high complexity and/or substantial corporate importance in the following areas of law and practice:

Primary areas of Responsibility

- Criminal
- Housing
- Employment
- Civil
- Commercial premises

Secondary areas of responsibility

- Corporate Governance and Information (shared with other teams)

Undertake advocacy in Magistrates and County Courts and Employment Tribunals

Generic Accountabilities	End Results/ Outcomes
Act as a principal point of contact for clients for the primary areas of responsibility	Client Satisfaction Effective and efficient planning of workloads
Ensure the highest standards of client care for the primary areas of responsibility by monitoring service quality, consulting with clients and delivering continuous improvement to service provision	Client Satisfaction Delivering Service Plan targets
Build constructive relationships with client officers, elected members and corporate colleagues to the benefit of Legal Services and the corporate whole	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

Provide effective line management in accordance with the Council's Managing Framework (where appointed at PO6) and assigned line management responsibilities of Legal Officer and/or Paralegal staff, provide effective line management including work allocation and monitoring, workflow management, work systems and procedures, coaching, staff appraisal and performance, professional development, training and discipline of such other staff as allocated.	Team member job satisfaction and increased morale and commitment Improved recruitment and retention of staff Maximise the efficient use of resources Client satisfaction Motivated employees Development plans achieved
Provide supervision and training of trainee solicitors to ensure the best use and professional development of available staff	Motivated employee Development plans achieved
Communicate a clear sense of purpose and direction to assist senior management in motivating and developing staff within the Legal Services team	Engaged employees Development plans achieved Service Plan targets achieved
Contribute to the planning and management of the effective use of all resources following team systems, processes and policies	Value for money in services provided Consistency in service standards achieved Client Satisfaction
Maintain good working relationships with staff, Council members and managers, partners, stakeholders and the wider community	Client Satisfaction Enhanced reputation for Legal Services within the Council and externally
Assist in developing policies and good practice in relation to the primary and secondary areas of responsibility in the role	Value for money in services provided Consistency in service standards achieved Client Satisfaction
Participate in the development of team and corporate projects as required	Projects benefit from individual's skills, knowledge and expertise Ownership and involvement in change initiatives and programmes
Deputise for respective line manager (relevant Senior Lawyer or Principal Lawyer) at team and corporate projects assigned	Continuity of support to Corporate projects

Provide legal advice within other areas of local government law as required	Service resilience and continuity maintained

Role Specific Accountabilities	End Results/ Outcomes
Responsible for giving timely and accurate legal advice, undertaking advocacy (where required in the role) and providing guidance and support to clients	Efficient use and allocation of resources Consistency in service standards achieved Client Satisfaction
To deal with complex casework and undertake or arrange representation in courts, tribunals or inquiries in order to ensure the Council's position is represented in the most cost effective and efficient manner	Expert opinion, advice, support and interpretation is provided on all aspects of the area of responsibility Efficient use and allocation of resources Council decision making supported by sound legal advice
Advise and undertake work in all aspects of the primary and secondary responsibilities of the role	Expert opinion, advice, support and interpretation is provided on all aspects of the area of responsibility Council decision making supported by sound legal advice Client Satisfaction
Keep up to date with all legislation, case law and best practice to assure the quality of legal advice and support to clients	Keeps area of responsibility up to date of relevant information, new developments, practices, legislative changes, research findings and trends Clients and team members appropriately trained and briefed
Ensure compliance with all relevant professional standards including the Solicitors Code of Conduct	Integrity of service maintained
Undertake original drafting of complex legal documentation for the areas of responsibility in the role	Expert opinion, advice, support and interpretation is provided on all aspects of the area of responsibility Council decision making supported by sound legal advice
Represent, promote and defend client interests in courts, public inquiries, tribunals or other forum for the areas of responsibility in the role	Successful outcomes for the Council achieved Efficient use of resources through provision of advocacy
Prepare reports, minutes and correspondence and provide legal guidance and advice taking in to account the constitutional, risk and corporate governance context	Council decision making supported by sound legal advice

Attend such meetings (including committees and cabinet) as are allocated to give legal and procedural advice and support	Council decision making supported by sound legal advice
Ensure that risk and conflict of interest is constantly monitored in respect of all casework undertaken	Risks to the Council mitigated
Monitor the progress of work against team standards and timescales and ensure that performance standards and targets are met	Service plan objectives and targets delivered Client satisfaction
Work cost effectively utilising information technology and systems, legal assistant, para legal, trainee solicitor and practice support as appropriate	Efficient use and allocation of resources Value for money in services provided
Identify matters which have corporate governance, propriety or probity implications and report them to a senior manager (and the Monitoring Officer where appropriate)	Risks to the Council mitigated High standards of corporate governance maintained
Represent the Senior Lawyer and/or Principal Lawyer as required internally and externally	Service resilience and continuity maintained
Deputise for respective line manager (relevant Senior Lawyer or Principal Lawyer) at client and/or member meetings	Service resilience and continuity maintained

Nature of Contacts

Members, senior managers, external partner and stakeholder representatives, court/tribunal personnel and the public.

Manage complex situations and relationships influencing senior colleagues internally and externally on complex and important legal matters which require the ability to manage risk, communicate clearly and persuasively and influence outcomes.

Work with colleagues 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.

Procedural Context

Reports to: Senior Lawyer or Principal Lawyer

Deals with a range of cases in the team from the relatively routine through to more complex, difficult and sensitive cases where supervision provided where appropriate. Required to make assessments, judgements and decisions in legal matters and provide timely accurate advice in a variety of situations often characterised by medium - high risk and the potential for challenge. Exercise high levels of professional skill, knowledge and judgement.

Must make decisions and provide advice in situations where the legal and regulatory environment is changing and increasingly operate in the context of partnership working with external organisations in the public, not for profit and private sector.

The nature of the work will require attendance at Court and preparation of cases at times and on some occasions that are outside of normal office hours. The post holder will need to be flexible to accommodate these requirements.

Contributes to improving the Council's legal service and is required to follow and observe team processes and policies, including the utilisation of IT and information systems, to ensure the efficient use of resources.

Contributes to the development of Legal Service team members through advice, support, supervision, coaching and training.

Where required acts as an advocate in the role undertaken to optimise the use of skills and resources available to the Council

Key Facts and Figures

Chargeable Hours; 1300

Working conditions; office based in an open plan hot-desking environment, working from home in accordance with the Council's working from home policies

Resourcing

Budget Responsibilities**:** cost effective use of counsel

Supervisory Responsibilities: as required for staff allocated

Management Responsibilities: where appointed at PO6 includes line management of up to four Legal Officers and/or Paralegal staff.

Competency Level: This role will be required to deliver to the Principal Officer's level of competencies as set out in the Council's competency framework.

Knowledge, Skills and Experience

Experience

Relevant experience in the legal profession.

Experience in conducting advocacy in a wide variety of civil and criminal proceedings in court, especially those in the Magistrates, County Courts and Employment Tribunals

Effective participation in Lexcel and/or other quality systems

Working in a local authority or other large organisation **Personal Skills** Ability to handle a varied caseload across a wide range of local authority related litigation Ability to handle complex legal matters within area of responsibility. Excellent advocacy skills Excellent communication skills both orally and in writing Ability to work under pressure and meet deadlines whilst handling a diverse workload Ability to develop and maintain good working relationships with senior managers, other officers, external partners and stakeholders, public Pro-active and have the energy, commitment and resolve necessary to get the job done Ability to use a computer for word processing, time costing and other similar office/case management systems and processes
Indicative Qualifications Practising Solicitor or Barrister or FILEX with advocacy rights who currently has or who is immediately able to obtain a practising certificate

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.

The Lawyer progression scheme applies to this role which sets out the evidence base which determines the Principal Officer level at which appointments are made.