

Job Description

Department:	Chief Executives
Division/Section:	Legal and Governance Services
Job Title:	Senior Lawyer Property & Planning
Post No:	011548
Grade:	14 (JE code B1782)

Reports to: Director Law & Governance

Organisation Chart:

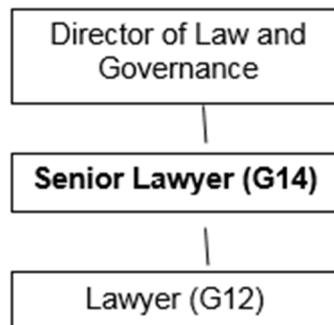
Show immediate

Manager and any

Jobs reporting to

this post, including

grades.



Does the post involve working in regulated or controlled activity with children or vulnerable adults?

Regulated Controlled Neither

CRB Check applicable?

Standard Enhanced (social care lawyers only) None

Line Management responsibility for:	Responsible for managing team of up to 6 lawyers of various specialisms.
Size of budget:	Nil - however will negotiate agreed settlements up to 50K

Job Purpose:	<ol style="list-style-type: none"> 1. To personally handle a caseload of more complex legal matters in relation to the Property & Planning Team. To provide high quality, timely advice and support to all parts of the Council, its Departments and external customers, including matters of a more strategic or sensitive nature. 2. Provide leadership and clarity and support to ensure that agreed service plans, aims and objectives are robustly implemented, embedded and delivered across the service. Positively support, personally and through the post holder's team, the drive for continuous improvement, to deliver a quality legal service which is effective, efficient, consistent and accountable. 3. To engage with the Council's commercial vision and undertake client meetings for the promotion of the Council's legal services 4. To provide robust legal advice and assistance to other Local Authorities on complex matters under agreed arrangements.
---------------------	--

Main Duties and Responsibilities:

Legal Complexity and Political Sensitivity

1. To personally handle a caseload of more complex legal matters, to all parts of the Council, its Departments, its Councillors and external customers, as appropriate, in a timely, accurate, solution based way (including into shared service partner).
2. To provide advice and support in relation in the corporate governance of the Council
3. To include: advising on reports, attending committees where required, corporate client and service meetings with Senior Management
4. To work and supervise across other Local Authorities as and when required to provide management support
5. To attend corporate meetings
6. Provide advice on significant projects with financial risks and input

Negotiation

7. To utilise negotiation skills in maintaining the Council's objective to secure best value and probity in adherence to financial and procurement obligations

Executive Support (Law Policy)

8. Anticipate and proactively determine the effect of new legislation, case law, regulations and government policy etc. and provide clear, timely advice to Members, officers and external customers, as appropriate. Clearly set out the impact of any changes on the business aims and objectives of the Council or external customers, as appropriate, to ensure a corporate approach to legal support.

9. Prepare and present reports, legal advice and / or documentation for the Executive, Members, Chief Officers, committees, sub-committees and external customers in respect of the post holder's area of legal responsibility.

Management, Leadership & Vision

10. Manage and supervise a team of legal staff (Property & Planning Team) in compliance with agreed Council policy and acknowledged systems of good practice

Service Planning

11. Work with the Director to develop the service's business and improvement plans, its vision, aims, objectives and priorities, based on a clear understanding of the business and performance aims of the Council, the service and its customers, to ensure proper planning of the legal service.

12. Be responsible for ensuring that agreed changes resulting from new or revised service plans etc. are delivered by the post holder and their team members in a planned, performance managed way. Take appropriate corrective action to ensure agreed outcomes are achieved on time and within budget.

13. To be the primary contact for delivery of service level agreements with Councils internal Departments agreed and external customers and responsible for performance management within the team.

14. To be responsible for effective risk management of files within the team in accordance with Lexcel standards

Service Improvement & Customer Care

15. Pro-actively support and embed within the post holder's service area a positive "will-do" solution based culture which ensures that the changing service needs of customers is consistently met.

Teamwork & Achievement

16. Understand, value and actively promote the benefit of strong teamwork and partnerships (both internally and externally).

Customer & Service Delivery

17. Lead and develop, for the post holder's service area, robust systems of engagement with internal and external customers and partners to improve the services understanding of their current and to

better anticipate their future service needs. As required, act as a “point of first contact” in pro-actively developing those collaborative partnership working relationships.

Continuous Service Improvement

18. Be responsible for ensuring within the service area that there is a local process of planned, continuous improvement in the quality, efficiency, effectiveness and timeliness of the legal service, clearly based on engagement with team members, customers and partners (internal and external) as appropriate.

19. Create an environment for ideas and innovation to be explored, work practices and procedures to be challenged and personal achievement attained to help maximise the quality, timeliness and effectiveness of service delivery to customers and partners.

20. Work with comprehensive Information Systems

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>To actively promote and support the continual improvement of the Service including the use of case management systems.</p> <p>To comply with the performance standards and targets set down by Lexcel and as set by the Director of Law and Governance to meet service level agreement requirements.</p>
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.</p> <p>Must be willing to work outside office hours as dictated by the requirements of the service (to include weekend and public holidays in an emergency).</p>
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p>

	In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.
--	---

DATE: 17/07/2018

COMPLETED BY: Fiona McMillan Director
Law & Governance