

## Job Description

**Department:** Chief Executive's

**Division/Section:** Legal and Democratic Services

**Job Title:** Lawyer (Level 1) Grade 12

**Post No:**

**Grade:** 12

**Reports to:** Senior Lawyer

**Organisation Chart:** Director: Law and Governance  
Senior Lawyer

**Show immediate manager and any jobs reporting to this post, including grades.**  
Assistant Lawyer Grade 10

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

Neither

**CRB Check applicable?**

None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

No

**Line Management responsibility for:** Assistant Lawyer Grade 10

**Size of budget:** None

### Job Purpose:

1. To provide high level proactive legal advice and assistant
2. To personally handle a caseload that in some instances will be demanding across other local authorities and supervise where necessary

3. To undertake advice, preparation and, where appropriate, advocacy with limited amount of supervision from the Senior Lawyer with support from the Litigation team within the Council

### **Main Duties and Responsibilities:**

1. To carry a caseload of routine and varied complex legal work within the lawyer's specialism and to be responsible for completing all aspects of the task in accordance with good legal practice and client service specification.
2. To deal with varied routine and complex legal enquiries and to advise upon new legislation where this impacts upon the Council's service delivery within the lawyer's specialism. The lawyer may be asked to work cross-departmentally to provide legal advice whose scope is beyond the lawyer's ordinary specialism across other authorities and supervise where necessary.
3. As part of a team of lawyers to provide legal advice and to provide such advice in a number of contexts and, when needed, in emergencies.
4. To instruct Counsel when appropriate for complex legal matters and to assist Counsel in the presentation of cases to the Court when necessary.
5. To have theoretical knowledge within their specialism.
6. To undertake a range of specific tasks as directed by the Senior Lawyer under appropriate supervision suitable to the experience and expertise of the lawyer providing specialist advice.
7. To work within the client's team to provide immediate advice and assistance and to work with the Senior Lawyer to develop a programme of training for client officers and to deliver the training through presentations.
8. To assist the Director in the governance of the Council by providing legal advice on reports, attending Committees, acting as the legal advisor to panels of members dealing with quasi-judicial matters and other such tasks as the Director may direct.
9. To undertake such other duties and responsibilities as may be allocated from time to time the complexity of which may increase with experience.
10. To compile and report statistical information.
11. Negotiate agreed settlements up to 50K. subject to the approval of the Senior Lawyer and the Director of Law and Governance.
12. To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy.
13. To comply with all Health and Safety at Work requirements as laid down by the employer.
14. Working with information systems, handling and processing amounts of computerised information.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

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.

**Flexibility Clause:** 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.

**Variation Clause:** 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.

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:** January 2020

**COMPLETED  
BY:**

Senior Lawyer

## Person Specification

<b>JOB TITLE:</b>	Lawyer (Level 1)	<b>POST NO:</b>	
<b>GRADE:</b>	12	<b>DEPARTMENT:</b>	Chief Executive's
<b>HOURS</b>	37	<b>DIRECTOR:</b>	Fiona McMillan- Director of Governance
<b>DIVISION:</b>	Legal and Democratic Services	<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	Assistant Lawyer
<b>DATE:</b>	January 2020	<b>COMPLETED BY:</b>	Senior Lawyer

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>● Specific knowledge of the law relating to one of the following:               <ul style="list-style-type: none"> <li>➢ Growth and Regeneration (Planning and/or Property)</li> <li>➢ Commercial Contracts and Procurement</li> <li>➢ Child Protection</li> <li>➢ Criminal, Regulatory or Compliance</li> <li>➢ Adults, Litigation and Education</li> </ul> </li> <li>● An understanding of client care in a legal service and its importance in service delivery.</li> <li>● A basic understanding of the concepts underpinning administrative and corporate law as it relates to local government.</li> <li>● An understanding of the link between legal services and the operational management and policy objectives of the Council.</li> </ul>	<ul style="list-style-type: none"> <li>● An understanding of ethical and corporate governance and the role of elected members in local democracy.</li> <li>▪ An awareness of the issues that face local government generally.</li> <li>▪ An awareness of the key political, social and economic issues that affect Peterborough.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>● Ability to provide high quality legal services, which are responsive to the needs of clients and provide timely and constructive solutions to customer requirements.</li> </ul>	<ul style="list-style-type: none"> <li>● The ability to present to diverse audiences including elected Members, senior officers, staff and external agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to draft varied routine and complex documents with accuracy.</li> <li>● Negotiation of agreed settlements.</li> <li>● Interpersonal skills and the ability to contribute to multidisciplinary teams within the Council.</li> <li>● Excellent oral and written communication skills.</li> <li>● Ability to analyse, use and present complex data in a clear and informative way.</li> <li>● Ability to provide prompt sound advice as appropriate.</li> <li>● To think and act strategically and able to contribute to the corporate plan.</li> <li>● Able to operate effectively as individual and as part of a group.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to advise at Council Committees</li> <li>● Supervision of Junior staff</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Qualified Solicitor/Legal Executive/Conveyancer with a current practising certificate.</li> <li>● Experience as a legal advisor in one of the following legal fields: <ul style="list-style-type: none"> <li>➢ Growth and Regeneration (Planning and/or Property)</li> <li>➢ Commercial Contracts and Procurement</li> <li>➢ Child Protection</li> <li>➢ Criminal, Regulatory or Compliance</li> <li>➢ Adults, Litigation and Education</li> </ul> </li> <li>● A proven track record of providing good quality legal advice and assistance.</li> <li>● Success in working within an effective team and sustaining effective relationships with staff, clients and elected members.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge and experience of processing computerised information.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● A Solicitor, either with a current practising certificate or eligible to apply for a practising certificate, or a qualified Barrister or a Fellow of</li> </ul>	

	<p>the Institute of Legal Executives, a licensed conveyancer or possessing an equivalent qualification gained in another jurisdiction.</p> <ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<p>This post is politically restricted under the terms of the Local Government and Housing Act 1989.</p> <p>While the job-holder may work flexible hours, it is expected that colleagues in the Legal Services Practice will co-operate with one another and co-ordinate their absences so the department is adequately covered on every working day .Flexible and Agile hours are available subject to the Client's needs</p>	
<b>EQUALITY</b>	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</p>	
<b>CUSTOMER CARE</b>	<p>Knowledge and understanding of effective customer care (A &amp; I)</p>	