

Job Description

Department: Chief Executives

Division/Section: Legal and Governance Services

Job Title: Lawyer (Level 2)

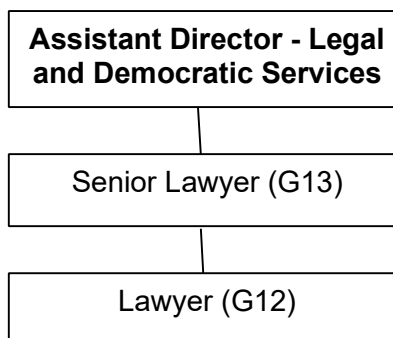
Post No: 131/AHR

Grade: 13

Reports to: Senior Lawyer

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 adults at risk?
CRB Check applicable?

Standard ☐ Enhanced (social care lawyers only) x ☐ None X ☐

Spent convictions

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

Yes ☐ No x ☐

Line Management responsibility for

Will be responsible for managing up to two Lawyers, Legal Executives or Legal Officers

Size of budget:

None

Job Purpose:

To provide a high level of proactive legal advice and assistance

To personally handle a caseload of complex matters that will be demanding

reparation and, where appropriate, advocacy with supervision from the Senior Lawyer

Main Duties and Responsibilities:

1. To carry a caseload of primarily complex legal work within the lawyer's specialism which will often involve new or complex processes 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 complex legal enquiries and to advise upon new legislation within the lawyer's specialism to senior officers where this impacts upon the Council's service delivery. This may include presentation of training to officers and members in the lawyer's specific area of law.
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. 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.
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. Negotiate agreed settlements up to 50K.
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 which may include development of a specialism in related areas of law.
7. To work within the client team's 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 to senior officers and members.
8. To assist the Assistant Director in the governance of the Council by providing legal advice for reports, attending Committees, acting as the legal advisor to panels of members dealing with quasi-judicial matters and other such tasks as the Assistant Director may direct where it is within the lawyer's specialism.
9. To attend Courts, Tribunals or Inquiries as the Council's advocate for complex and/or defended matters.
10. Required to draft documents with accuracy for all officers including senior officers.
11. To attend departmental meetings with senior managers as the legal advisor to advise on matters of strategic or corporate importance.
12. To undertake such other duties and responsibilities as may be allocated from time to time the complexity of which may increase with experience.
13. To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy.
14. To comply with all Health and Safety at Work requirements as laid down by the employer.
15. To actively promote and support the continual improvement of the Service including the use of case management systems.
16. To comply with the performance standards and targets set down by Lexcel and as set by the Assistant Director to meet service level agreement requirements.

17. Working with information systems, handling and processing amounts of computerised information.
18. 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).

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 adults at risk of abuse 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:	November 2016	COMPLETED BY:	Alison Stuart, Assistant Director – Legal and Democratic Services
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