

Job Description

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| Department: | Legal and Governance |
| Division/Section: | Legal Services |
| Job Title: | Senior Lawyer – Employment |
| Post No: | 015336 |
| Grade: | 13 |
| Reports to: | Principal Lawyer (Litigation and Land Charges Team) |
| Organisation Chart: Show immediate manager and any jobs reporting to this post. | <pre> graph TD HSO[Head of Service Legal Services & Deputy Monitoring Officer] PL1[Principal Lawyer Litigation & Land Charges x 1] PL2[Principal Lawyer Commercial, Contracts & Procurement x 1] PL3[Principal Lawyer Property Planning & Highways x 1] PL4[Principal Lawyer Child Protection & ASC x 1] HSO --- PL1 HSO --- PL2 HSO --- PL3 HSO --- PL4 SL1[Senior Lawyer Litigation x 2] SL2[Senior Lawyer Commercial, Contracts & Procurement x 2] SL3[Senior Lawyer Property x 2] SL4[Senior Lawyer Child Protection x 4] PL1 --- SL1 PL2 --- SL2 PL3 --- SL3 PL4 --- SL4 LO1[Legal Officer Litigation x 2 Direct report to above] LO2[Legal Officer Commercial, Contracts & Procurement x 2 Direct report to above] LO3[Legal Officer Property & Planning x 2 Direct report to above] LO4[Legal Officer Child Protection x 4 Direct report to above] SL1 --- LO1 SL2 --- LO2 SL3 --- LO3 SL4 --- LO4 SLE[Senior Lawyer Education x 1] AL[Assistant Lawyer Litigation x 2] LCO[Land Charges Officer x 1] LCA[Land Charges Assistant x 1] SL1 --- SLE SL1 --- AL SL1 --- LCO SL1 --- LCA SLC[Senior Lawyer Commercial, Contracts & Procurement x 4] SL2 --- SLC SLPH[Senior Lawyer Planning & Highways x 3] SLPP[Senior Lawyer Property Planning x 1] SLP[Senior Lawyer Property x 2] PLP[Property Lawyer x 1] SL3 --- SLPH SL3 --- SLPP SL3 --- SLP SL3 --- PLP SLCP[Senior Lawyer Child Protection x 1] SLASCE[Senior Lawyer Adult Social Care & Education x 1] SL4 --- SLCP SL4 --- SLASCE </pre> |
| DBS Check applicable? | Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Enhanced for social care lawyers only |
| | Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

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| Line Management responsibility for: | No. of direct reports: Grade 13 Lawyer: None. On occasions will cover in managers absence No. of indirect reports: None |
| Size of budget: (Per annum) | None |
| Job Purpose: | To provide a high level of proactive legal advice and assistance in relation to matters within the respective subject area. To personally handle a caseload of complex matters that will be demanding and with limited supervision from the Principal Lawyer of the respective area. To undertake advice, preparation and, where appropriate, advocacy with limited supervision from the Principal Lawyer of the respective team area |

Main Duties and Responsibilities:

- To carry a caseload of primarily complex legal work, at times highly complex, 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
- 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
- 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
- To instruct Counsel and/or external legal support following approval from the Head of Service: Legal Services & Deputy Monitoring Officer when appropriate for complex legal issues and to assist Counsel as required when necessary
- To undertake a range of specific tasks as directed by the Principal Lawyer of the respective area with limited supervision suitable to the experience and expertise of the lawyer which may include development of a specialism in related areas of law
- To work within the client's teams to provide immediate advice and assistance and to work with the Principal Lawyer to develop a programme of training for client officers and to deliver the training through presentations to senior officers and members
- To assist the Head of Service in the governance of the Council e.g. 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 Head of Service may direct
- To attend Courts, Tribunals or Inquiries as the Councils advocate for complex and/or defended matters as may be required
- Required to draft documents with accuracy for all officers including senior officers
- To attend departmental meetings with senior managers as the legal advisor to advise on matters of strategic or corporate importance
- To undertake such other duties and responsibilities as may be allocated from time to time the complexity of which may increase with experience
- To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy
- To comply with the performance standards and targets which may be set out by the Head of Service and/or Director of Legal & Governance
- To comply with all Health and Safety at Work requirements as laid down by the employer
- To actively promote and support the development and continual improvement of the service including the use of case management systems
- Must be willing to work outside office hours as dictated by the requirements of the service (to include weekend and public holidays)

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| Generic Responsibilities: | <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> |
| 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: | <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 Head of Service and or Director of Legal and Governance in consultation with the postholder.</p> <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.</p> |

DATE: April 2024 **COMPLETED BY:** Interim Director Legal & Governance

Person Specification

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| Job title: | Lawyer | Directorate: | Law and Governance |
| Grade: | 13 (no direct reports) | Service / Team: | Legal Services |
| Date: | April 2024 | Completed by: | Interim Director Legal & Governance |

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| KNOWLEDGE | <p>Specific knowledge of the law relating to one, or more, of the following:</p> <ul style="list-style-type: none"> • Planning and/or Property and/or Highways • Commercial Contracts and Procurement • Child Protection • Criminal, Regulatory and/or Compliance • Adults, Litigation and Education • Employment <p>An excellent understanding of client care in a legal service and its importance in service delivery</p> <p>A good understanding of the concepts underpinning administrative and corporate law as it relates to local government</p> <p>An understanding of the link between legal services and the operational management and policy objectives of the Council</p> <p>An understanding of ethical and corporate governance and the role of elected members in local democracy</p> <p>An awareness of the issues that face local government generally</p> <p>An awareness of the key political, social and economic issues that affect Peterborough</p> | |
| SKILLS & ABILITIES | <p>Ability to provide high quality legal services, which are responsive to the needs of clients and provide timely and constructive solutions to</p> | |

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| | <p>customer requirements</p> <p>Interpersonal skills and the ability to contribute to multidisciplinary teams within the Council</p> <p>Excellent oral and written communication skills and the ability to present to diverse audiences including elected Members, senior officers, staff and external agencies, the Courts, Tribunals and Inquiries</p> <p>Ability to provide prompt sound advice as appropriate</p> <p>To think and act strategically and able to contribute to the corporate plan</p> <p>Able to operate effectively as an individual and as part of a group</p> <p>Ability to draft varied routine and complex documents with accuracy</p> <p>Ability to analyse, use and present complex data in a clear and informative way</p> <p>Support more junior lawyers within a local authority legal department</p> <p>Ability to advise at committee/council meetings</p> | |
| EXPERIENCE | <p>Advanced and considerable depth of knowledge and experience as a practising lawyer across a specialist area in one of the following legal fields:</p> <ul style="list-style-type: none"> • Planning and/or Property and/or Highways • Commercial Contracts and Procurement • Criminal Regulatory and/or Compliance • Child Protection • Adults, Litigation and Education • Employment <p>A proven track record of providing good quality legal advice and assistance</p> <p>Experience of drafting and analysing complex documents and using own judgement to reach the desired solution</p> <p>Success in working within an effective team and sustaining effective relationships with staff, clients and elected members</p> <p>Experience of line managing junior lawyers within a local authority legal department</p> | |

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| QUALIFICATIONS | <p>A solicitor, either with a current practising certificate or eligible to apply for a practising certificate, or a qualified Barrister or a Fellow of the Chartered Institute of Legal Executives</p> <p>Evidence of continuing professional development</p> | |
| PERSONAL CIRCUMSTANCES | <p>While the job holder may work flexible hours, it is expected that colleagues in Legal Services practice will co-operate with one another and coordinate their absences so that between 9.00am-5.00pm on each working day there are always sufficient staff to deal with emergency legal work</p> <p>Must be willing to work outside office hours during the week as dictated by the requirements of the service</p> | |
| EQUALITY | <p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities</p> | |
| CUSTOMER CARE | <p>Knowledge and understanding of effective customer care</p> | |