Job Description

Job Title	Lawyer (Commercial Law)
Directorate	Law & Governance
Service Area	Legal Services
Grade	9
Competency Level	2
Salary	£53,051 - £58,543
Job Type	Agile
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A8758

Job Purpose

To provide timely and effective legal advice, contributing to the delivery of a portfolio of high quality solution focussed legal work, in one of the following areas of specialism:

- Child Protection
- Commercial Law
- Property and Regeneration
- Adult Social Care, Employment, Education and Litigation
- Planning and Regulatory Law

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To supervise and develop paralegals, legal assistants and trainee solicitors.

Directly Responsible For:

Paralegals and Legal Assistants

Directly Responsible To:

Senior Lawyer

Main Areas of Responsibility:

- To have personal responsibility for a caseload of complex and non-complex legal work, and act as a subject expert, with appropriate support and supervision from a Senior Lawyer or Head of Law.
- To carry out own advocacy when necessary on own caseload and not to instruct external counsel/legal support except in accordance with agreed procedures.
- To draft legal documents to a high standard.
- To notify all high risk matters to the Senior Lawyer.
- To pick up casework arising in their respective teams during peak times or where additional resources are required to meet demand.
- To provide support to other teams if requested to do so by the Senior Lawyer or Head of Law.
- To work flexibly and collaboratively with their own team and across the wider legal service as required.
- To have responsibility for support staff.
- To attend meetings of the council as required to provide legal and governance advice.
- To produce or comment upon reports for various council meetings or decision making processes.

- To proactively maintain and improve client relationships.
- Keep clients informed of new legislation and case law relevant to their operations, including training seminars where appropriate.
- To act in accordance with and promote the Nolan Principles in the council.
- To externally commission legal work for the Council where required, ensuring value for money and high-quality advice and representation is received.
- To keep up to date with current and future law and practice affecting the Council.
- To support the Head of Law and Senior Lawyers in the delivery of projects and programmes in the Legal Service and / or corporately.
- To support the Head of Law and Senior Lawyers with the development of legal procedures and policies.
- To support the Head of Law and Senior Lawyers in the delivery of value for money and income generation in the work of the team.
- To deputise for the Senior Lawyer in their absence or as requested.
- To be flexible with regards to working hours to ensure that service needs and client requirements are met.
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing. The job holder will carry out such other tasks as may reasonably be required.

Supervision and Management Responsibility:

- Ensuring activities are planned and matters are delegated effectively to paralegals and legal assistants.
- Ensuring that paralegals and legal assistants undertake allocated tasks in a timely manner and to a high standard.

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Budget and Financial Responsibility:

- Being accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Ensuring that use of external counsel / legal advice is not commissioned unless necessary and in accordance with agreed procedures.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

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- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2.**

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified solicitor, barrister, FCILEX (A)
- Extensive working knowledge and understanding of the law and procedure relating to the relevant area of specialism (A/I)
- An understanding of public law as it applies to local authorities, including decision making and governance (A/I)

Experience

Essential

- Experience of providing high quality legal advice to a local authority or similar organisation (A/I)
- Experience of building and maintaining positive relationships with clients (internal and external) and delivering their needs (A/I)
- Experience of using case management systems and Office 365 applications effectively (A/I)
- To provide legal advice in the team's specialism, including advising and representing the Council in internal and external forums (A/I)
- To provide risk based and solution focussed advice to clients (I)
- To work under pressure and with minimal supervision (A/I)

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- To support the delivery and cost effectiveness of legal services through continuous improvement (I)
- To work collaboratively at all levels and in a non-hierarchical way (I)
- To have an understanding of working in a political environment (I)
- To promote and advance diversity and inclusion and challenge inequality in the service and Council (A/I)
- A skilled communicator to a range of audiences in writing and verbally (A/I)

Commitment

Desirable

- To promote good and ethical governance in line with the Nolan Principles and the Council's statutory duties
- A commitment to implementing the Council's diversity and inclusion policies
- A commitment to gaining a greater understanding of the workings of Local Government Law and Practice

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