

Job Description

Job Title	Head of Law
Directorate	Law and Governance
Service Area	Legal
Grade	13
Competency Level	3
Salary	£78,297 - £83,919
Job Type	Agile
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A8396

Job Purpose

To lead the delivery of high quality and solution focused legal services to the City Council, schools, and other clients.

To be the Council's lead advisor and representative in an area of specialism.

To work collaboratively with the other Heads of Law and Head of Legal Practice in ensuring continuous improvement in aspects of the service.



Directly Responsible For:

Senior Lawyers; Lawyers; and the wider Legal Team.

Directly Responsible To:

City Director of Law and Governance

Main Areas of Responsibility:

- To be responsible for the delivery of high quality and cost effective operational legal services to the City Council and other clients collaboratively with the Legal Management Team (Heads of Law and Head of Legal Practice)
- To lead, motivate and manage a legal team within a specialist area ensuring the delivery of high quality and cost-effective legal services. The core specialisms are:
 - a. Contracts, commercial and procurement
 - b. Children's Safeguarding
 - c. Adults Safeguarding (including housing duties)
 - d. Property and Regeneration (contentious and non-contentious)
 - e. Litigation (including criminal, civil and employment)
 - f. Planning and regulatory
 - g. Public and local government law to include governance, education, public health
- To be the Council's legal specialist advisor and representative in the areas of law covered by the team handling highly complex and sensitive casework and personally advising the executive and members of the Council and the Council's senior management team

- To be the lead officer to resolve highly complex legal challenges and have the autonomy to develop processes and policy (if needed) when resolving such problems in their specialist area
- To be able to advise in areas outside of the specialism, particularly in relation to public and local government law matters
- To be an expert client for externally commissioned legal work, ensuring value for money and high-quality advice and representation is received
- To ensure the service, teams and the wider Council is aware of the current and future law and practice affecting the authority
- To lead on specific workstreams to ensure and improve the delivery of high-quality legal services in the team and service including but not limited to:
 - h. External assurance and accreditation
 - i. Knowledge management and resourcing
 - j. Client liaison and satisfaction
 - k. The maximisation of the use of technology
 - l. Performance management

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- To deputise for the City Director and/or Deputy Director in their absence or as requested
- To contribute to the delivery of the corporate priorities and strategic direction and management of the Council

- The job holder will embed diversity and inclusion into the team and Council's working promoting non-discriminatory practices and challenging discriminatory practices at all times
- To ensure compliance with statutory duties and corporate policies and standards and ensure within team, raising non-compliance including but not limited to health and safety, information governance, financial and procurement regulations

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, your own functional cost centre, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation.
- To ensure the delivery of a balanced budget including but not limited to:
 - The identification and delivery savings targets
 - The maximisation of income opportunities
 - The identification and delivery of efficiencies in service delivery
 - The effective commissioning and management of externalised legal services

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:

- Working agile and at a desk which may require the post holder to sit for long periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Commitment to managing people well and in line with the Council's People Plan
- Business continuity, emergency planning and risk management
- Participation in the tactical/out of hours rota
- 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
- 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

- To advise members and formal member level bodies including Cabinet, Council, committees and overview and scrutiny in respect of the team's specialism and as required by the City Director and / or their Deputy Director
- To be a lead advisor on legal and governance matters relating to the authority supporting the City Director and / or their Deputy including but not limited to:
 - Cabinet and member level decision making and report preparation
 - Conduct and ethics, including proactive promotion of the Nolan Principles in the Council
 - Vires and the exercise of delegated powers
 - Constitutional amendment and development
- To support the City Director of Law & Governance in their role as monitoring officer and in dealing with public law matters

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: **Level 3**.

[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.

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, or equivalent (A)
- Must be authorised to conduct litigation under the Legal Services Act 2007 (A)
- Expert knowledge and understanding of contracts, commercial, and procurement (A, I)

Desirable

- Management training relevant to the seniority and nature of the role

Experience

Essential

- Knowledge of public law as it applies to local authorities, including decision making and governance (A, I)
- Significant experience of providing complex and specialist legal advice to a local authority or similar organisation (A, I)
- Experience of managing all aspects of a legal service to deliver high quality legal services, including but not limited to budget management, business planning, income generation and workforce development (A, I)
- Experience of building and maintaining positive relationships with clients (internal and external) and delivering their needs (A, I)



- Experience of delivering high profile projects with minimal direction and supervision (A, I)

Skills/Abilities

Essential

- To be the Council's lead legal advisor 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, senior manager and the Council's political administration and members (A, I)
- To work under pressure and with minimal supervision (A, I)
- To improve the delivery of legal services through continuous improvement (A, I)
- To work collaboratively at all levels and in a non-hierarchical way (A, I)
- To successfully work in a political environment and demonstrate acumen when working with members of different political parties, groups and individuals to deliver the Council's priorities (A, I)
- To promote and advance diversity and inclusion and challenge inequality in the service and Council (A, I)
- To work within budgets, including to identify and deliver savings and income generation in the service and council (A, I)
- To advice on and promote good governance and ethics and support the monitoring officer in the promotion of the Nolan Principles and high standards of conduct (A, I)
- To motivate others, whether team members or colleagues, generating commitment to the Council's priorities (A, I)
- A skilled communicator to a range of audiences in writing and verbally (A, I)

Commitment

Essential

- To promote good and ethical governance in line with the Nolan Principles and the Council's statutory duties (A, I)
- A commitment to implementing the Council's diversity and inclusion policies (A, I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.

