

Job Description

Job Title	Assistant Lawyer / Lawyer (Generic)
Grade	PO9 - PO12
Reporting To	Principal Lawyer
JD Ref	CSUP0100P

Purpose

As a part of the Law and Governance Directorate of the Council, to provide the local authority and its client bodies, services and functions with legal, procedural advice in relation to Legal matters, (Education and Employment, Child/Adult Safeguarding, Litigation and Governance, Property and Planning or Contracts and Commercial) to:

- Ensure that policy is formulated and operational decisions are taken on a sound legal basis
- Support the proper exercise of the Council's functions and powers.
- Protect and further the interests and objectives of the Council in the most effective and efficient manner available.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- An ability to operate the council's corporate & leadership behaviours, including leading people, valuing individuals and managing performance.

Communication, Engagement and Training:

- To provide legal advice and services to the Council's Members, officers and external bodies, including (as directed):
 1. The drafting and presentation of advice, including to committees, panels or other meetings of the Council and associated bodies
 2. Drafting contracts and legal agreements
 3. Undertaking negotiations
 4. Undertaking litigation, and
 5. Undertaking advocacy in the Courts, Tribunals and at statutory appeals and inquiries
- Participate in project teams to ensure the achievement of the Council's objectives and the delivery of high-quality legal advice and services to client Services and Departments.
- Represent the Monitoring Officer and/or Head of Legal Services at meetings with Members, committees, sub-committees, panels, working groups, including public meetings, public agencies and external professional representatives.



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- Contribute to the effective working relationships within the Law and Governance Directorate and between the Legal Services Department and client departments, external solicitors, counsel, public agencies and members of the public.
- Carry out such training as the Head of Legal Services considers appropriate.

Data Analysis and Decision-Making:

- Identify, research and anticipate the effects on service provision of new developments in the law to ensure that client departments are able to adopt best practice in the delivery of timely and responsive services.

Performance Management:

- Ensure that the post-holder's performance and competency targets contained in their appraisal document, training plan, the team business plan or other performance document, specification or service level agreement are met.

Compliance:

- Draft, prepare and comment on committee reports, policy documents and other briefing papers for the Director of Law and Governance, Head of Legal Services, Head of Democratic and Member Services and other officers. This will include the provision of wider local government and regulatory, procedural and administrative law advice for the Council and its services and for that purpose inform oneself of all material matters in addition to the areas of the practice normally assigned.
- Ensure that all work produced is reflective of best practice and is of a high professional and modern standard.
- Carry out all work using the Legal Services' Case Management system, to time-record, work and adopt modern working practices and make use of technologies provided by the Department.
- Ensure compliance with the Governance and Assurance Directorate's and the Team Business Plan(s), the Legal Services' Practice Manual and quality assurance requirements.

Other:

Any other duties commensurate with the grade.

For Lawyer Grade - In addition:

Mentor junior colleagues in the Service as appropriate to ensure the effective delivery of legal services to client



Role Specific Knowledge, Experience And Skills

Qualifications

- Practising barrister, solicitor, Fellow of the Chartered Institute of Legal Executives

Knowledge & Skills

- Sound grasp of local government legislation and guidance relevant to role and keen awareness of current local government issues
- An understanding of Local Authority governance arrangements, decision making and corporate governance
- Developed written and verbal presentation skills – able to convey wide ranging complex and contentious information to a range of audiences, including non-specialist, in a clear and concise manner
- Developed analytical problem solving and research skills
- Developed listening and interviewing skills
- Ability to successfully work within broad guidelines, using discretion and initiative over a range of activity with little reference to senior managers, alongside a sound knowledge, awareness and application of ethical, professional and capability standards and requirements
- Tact, diplomacy, empathy and politically awareness
- IT Literate
- Have organisational and time management skills
- Able to prioritise varying workloads and deal with high volumes of work whilst maintaining a high quality service
- Able to work to tight deadlines
- Able to effectively maintain manual and computerised administrative systems
- Commitment to consistently delivering high standards of customer care
- Resilience in dealing with competing and demanding pressures and potentially emotionally difficult situations and information
- Able to work with colleagues as a team
- Flexible and co-operative, able to multi-skill
- Flexible attitude to work
- Understand need for political sensitivity and confidentiality
- *Desirable - Sound understanding of Local Authority governance arrangements, decision making and corporate governance.*
- *Desirable - Knowledge and experience of working in local government*
- *Desirable - Good communication and interpersonal skills.*
- *Desirable - Able to give appropriate & timely legal advice in emergency situations*
- *Desirable - Able to innovate and problem solve*
- *Desirable - Able to work successfully as part of a team, assisting in management of risks and opportunities to deliver expected project outcomes*

Experience

- Experience of dealing with relevant areas of law, having provided advice, guidance and support in a wide variety of cases
- Commitment to obtaining, and maintaining, up to date knowledge of case law, regulation and best practice relevant to role
- *Desirable - Experience of working in a political environment*
- *Desirable - Experience of delivering training to an audience*



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Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working shifts
- Working nights
- Working with dust or fumes
- Working with skin irritants /sensitisers
- Working with chemicals (industrial or cleaning)
- Working in a confined space
- Working at Heights
- Working with vibrating equipment / tools
- Exposure to Noise (>80dbA)
- Working with sewerage
- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Foods Handling
- Vocational Driving
- Driving duties
- Driving LGV or PCVs
- Driving Forklift Trucks
- Contact with latex
- Contact with cytotoxics
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: Vicki Shaw, Head of Legal Services

Date Of Approval: April 2025



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