**SEFTON METROPOLITAN COUNCIL**

**JOB DESCRIPTION**

**Department:**  Corporate Services **Location:** Magdalen House,

 Bootle

**Section:** Legal Services

**Post:** Lawyer

**Grade:** K

**Responsible to Senior Lawyer Team Manager**

**Responsible for:** Nil staff

**CONTEXT**

Corporate Legal Services is comprised of four legal teams with administrative support.

* The Children and Social Care Team provide legal services primarily in relation to child protection, adoption, education, adult social care, mental health and youth justice.
* The Planning and Property Team provide legal services primarily in relation to planning and property matters.
* The Regulation and Prosecutions Team provide legal services primarily in relation to regulatory matters, information governance and environmental, licensing, prosecutions and all other litigation.
* The Contract and Employment Team provide legal services primarily in relation to contracts, procurement and commercial matters. The team also advises the Council and its schools on a full range of employment law matters.

**JOB PURPOSE**

* To contribute to the provision of an efficient and effective legal service with a commitment to continual improvement and performance management.
* To have care and conduct of a caseload, including advocacy, drafting and/or negotiating for cases within the areas of responsibility of the team with limited supervision.

**MAIN DUTIES**

1. To apply advanced/expert knowledge and understanding of at least one specialist legal subject and associated Council policies and procedures that are covered in the work of the team that the post holder will manage.
2. To analyse, form judgements, apply creatively and/or interpret varied and complex information/situations with a view to producing solutions and/or strategies on the way forward.
3. To exercise influencing, negotiating, persuasive and/or advocacy skills in order to convince others, where appropriate, to adopt policies and/or courses of action they might not otherwise take.
4. To give concise and accurate advice in both complex and contentious situations orally and in writing. To tailor the information to suit the needs of those receiving the information.
5. To be able to use IT and office equipment and software to produce documentation necessary for the role.
6. To demonstrate both initiative and discretion in all aspects of the role, in the application of the law, council policies and procedures. The work, particularly in court and in public meetings, involves using discretion and initiative with little access to senior officers. The post holder is however, subject to the managerial direction of the Senior Lawyer (The Children and Social Care Team).
7. To formulate, co-ordinate and/or prepare information for report writing, presenting to court, presenting to members and/or officers from across the Council’s hierarchy.
8. To manage work related pressures from deadlines, interruptions, and the caseload and balance those conflicting demands of the job.
9. To manage relationships and situations tactfully, sensitively professionally and diplomatically.
10. To ensure that the caseload is conducted in accordance within established systems so that it meets best practice in respect of the quality of legal service, is a valued service by clients, cost effective and actively manages risk.
11. To ensure inter alia that current cases and/or trends in Sefton’s cases, new legislation and/or emerging case law are made known to team members, clients and where appropriate the wider council. In conjunction with the Senior Lawyer to circulate that information or to facilitate training opportunities.
12. To ensure that the Senior Lawyer is aware of all expenditure from client budgets for external legal spend and associated experts.
13. To have responsibility for the production of documents, records etc either by the post holder and/or by team members where accuracy, confidentiality and security of the documentation are important.
14. To attend court and meetings as necessary

**ORGANISATION CHART**

See separate sheet

**QUALIFICATIONS &/OR EXPERIENCE**

See Person Specification

**SPECIAL CONDITIONS**

1. Requirement to work flexible hours and provide out of hours advice as necessary
2. Flexibility to attend hearings or other meetings which are held in the evenings and at venues throughout the Borough and outside the Borough
3. Prepared to relocate offices within the Borough if necessary
4. CRB check if required

**GENERAL**

The job description is a representative document which is intended to set out the main responsibilities attached to this post. It is not exhaustive and there may be other duties similar to those described above, which have not been specifically including but which may arise from time to time.

Confidential information is involved in with the duties of this post. The post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and confidential information.

The post holder will be required to undertake, deliver and/or participate in training, coaching and development activities, as appropriate.

September 25