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| Job Title | Senior Solicitor |
| Job Family | Specialist Services |
| Service Area | Governance |
| Band | 10 |
| Job Reference | |

| Reporting to: | Responsible for: |
|------------------------|-------------------------|
| Legal Services Manager | Not Applicable |

Team Purpose

To ensure the Council is well governed, directed and controlled, achieves its objectives whilst acting in the public interest through behaving with integrity, demonstrating strong commitment to ethical values, respecting the rule of law and accountability is properly demonstrated.

This can be summarised as the ensuring the Council is doing the right things, in the right way for the right people, in a timely, inclusive, open and an accountable manner.

Role Purpose

As the Senior Legal Specialist, providing a professional Legal service with the highest possible standards of compliance, advice and support and resolving complex requests and cases.

The primary focus of the role will be:

- to lead on the relationship between Legal Services and the Council's Development Management team, taking responsibility for all s106 work and other planning work.
- initiate, manage and deliver organisational changes and legal developments across the Council in line with the corporate strategy.
- manage legal projects that deliver organisational and corporate objectives, manage demand by working proactively with internal customers.
- Develop appropriate levels of legal knowledge within Case Management teams.
- To assist, along with the other senior lawyers in the team, the Legal Services Manager in the successful running of the team.

Key Accountabilities

- Provide complex specialist legal advice
- Represent the Council in court proceedings.
- Ensure accurate, compliant and timely legal support is provided to internal customers that supports the Council's business needs, particularly in the preparation of s106 agreements.
- Undertake specific legal projects and work closely with other managers across the Council to improve legal understanding.
- Identify and manage risks within specialist areas across the Council.
- Assist in the development of fit for purpose legal policies, systems and processes.

- Assist in mentoring and developing trainee solicitors and other team members.
- Ensure statutory duties, policies, procedures and workflows for dealing with work requests are adhered to and that Legal Specialists fully understand this.
- Ensure strict confidentiality is maintained and data protection rules followed.
- Promote knowledge and understanding of case management processes and systems across the Council.

| Key Objectives | |
|------------------------------------|--|
| Working with customers | Interacting and responding to internal customers through multiple channels. Working collaboratively with colleagues to improve customer service and highlight opportunities for empowering customers further. Able to assess issues to be resolved by Specialists / other teams. Building customer enabling opportunities. |
| Working towards the Corporate Plan | Responsible for delivery of agreed objectives and services associated with the Corporate Plan. |
| Knowledge of services | Excellent understanding of the support services provided across the Council and a good knowledge of the terminology and acronyms used by the services. |
| Using systems effectively | Advanced skills in all Legal Support Services systems. Understanding and updating legal initiatives and policy. Managing the legal systems that support the internal control mechanisms. Excellent IT skills. |

| Specific Tasks | |
|---|--|
| Case Management skills | Manage complex and contentious Legal cases across several specialists' areas, to set timescales. |
| Teamwork and working with others | Working with other specialists, acting as a champion for Legal and other specialist areas, advising, educating and supporting knowledge transfer between specialisms. Working to ensure seamless service to internal customers. |
| Enquiries, reports and service requests | Resolving legal complex cases through using highly developed communication techniques. Leading discussions and negotiations with service leads, leading the research and collation of information. Managing the team workload and writing and presenting reports regarding complex and contentious Legal cases. |
| Processing and administration | Leading and contributing to corporate project teams providing Legal specialist advice and project management expertise. Managing projects across the specialist professional areas. Able to identify and develop opportunities for improving workflow / process and /or increasing customer self-serve or enabling; working on cases that require problem solving with customers. Access and accurately update all relevant information systems, both customer and back office, ensuring that data is updated and maintained through |

| Specific Tasks | |
|-----------------------|--|
| | verification, and validation, and in accordance with Data Protection principles. |
| Strategy and policy | Develop Council Legal policies and contribute to the development of service strategy. |
| Performance | Monitoring and developing performance and quality control KPI's in Legal to ensure service delivery targets are met. |

| Qualifications | |
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| Qualified Solicitor Chartered Legal Executive (FCILEx) Barrister who has completed all the components of Bar training | |

| Knowledge, Skills and Experience | |
|--|--|
| Extensive working knowledge of legal practices/ methodologies. Solid understanding of statutory and regulatory compliance. Proven ability to undertake complex legal cases and provide expert advice on a range of matters within local government. Experience of assisting in the development of legal strategies. Understanding and experience of the case management approach in delivering legal services. | |

| Specialist Knowledge | |
|--|--|
| Advanced knowledge in resolution of complex Local Government Legal issues. Knowledge and experience of development and delivery Legal training and guidance. | |

| Special Requirements | |
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| Emergency Planning | This post will be on occasions required to take part in the Council's emergency planning training and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours to which, by agreement will be paid or either be time in lieu. |
| Election Duties | This post will, on occasion and with reasonable notice, be expected to assist with Election duties as required and this will include working unsociable hours. A separate payment for Election duties will be made as determined by the regional Elections Committee. |

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| Signed (Job Holder): | | Date: |
| Signed (Service Lead): | | Date: |

The Way We Work Framework

Central to the delivery of the role are the Council's values (Fairness, Ambition, Empowerment) and behaviours and all employees are expected to work within the Council's 'The Way We Work Framework.' These are shared by all employees and applied to everything we do. The points for each behaviour are shown below:

| Behaviours | Definition |
|-----------------|---|
| Think Customer | Recognise and demonstrate an understanding that customers/partners and customer satisfaction are the foundations of the council's organisational success. |
| Think Colleague | Be willing to work as part of a team and work collectively towards achieving organisational goals |
| Think Different | Be willing to be adaptable and open to change, learning new things or take on new tasks as required. Display a 'can do' attitude |
| Take Pride | Recognise and celebrate your own success and those of your colleagues |

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

This is a Politically Restricted post.