

## Job Description and Person Specification

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Job title:</b>     | Lawyer – People                  |
| <b>Directorate:</b>   | Resources                        |
| <b>Service:</b>       | Strategy & Governance Department |
| <b>Team:</b>          | Legal and Democratic             |
| <b>Post number:</b>   | 05468                            |
| <b>Salary grade:</b>  | K-J                              |
| <b>Work location:</b> | Market Street                    |
| <b>Reports to:</b>    | Principal Lawyer (People)        |

### Job Purpose

To assist as part of the People Team in the provision of legal advice and support to the Council primarily in one of the area of law covered by the Team on a day to day basis.

To represent the Council at Tribunals and/ or Court hearings as required.

To carry out such other duties in the Service Unit as demand requires.

To support in the provision of Legal Services generally and across teams.

To deputise for the Principal Lawyer (People) when required.

The People Team provides legal services to the Council, its Committees and Service Units in the fields of Adults Social Care, SEN Tribunals, Children and Family Services (not Public Law childcare matters), Housing, Inquests and Licensing and any such other areas of law as may from time to time be assigned to the team.

### Structure Chart

See attached Documents

### Main Duties and Responsibilities

- To work independently on high profile, complex work which may have a significant impact on the Council, its services and/or clients. To identify such matters within their area of work / supervision and to monitor and progress such matters appropriately.
- Personally undertake a significant caseload of high-level work in at least one area of Law covered by the Team.
- To provide timely and accurate advice to Members and Officers of the Council, including representation and attendance at such meetings as desired by the Client Department, ensuring that decisions and actions comply with the Council's Constitution and are defensible

### Main Duties and Responsibilities

- To provide appropriate good quality legal service to the Council and its service areas including, as required, representation at meetings, Court or Tribunals.
- To assist with the provision of advice and assistance to other areas of the service, as and when required and where current workloads allow.
- To develop and maintain effective working relationships with other service areas within the Council and with outside organisations where appropriate.
- To research and keep abreast of recent developments in the main area of work covered and deliver training to client departments on the same from time to time.
- To contribute to the work of the service in order to achieve and maintain high levels of service. To provide appropriate good quality legal service to the Council, including its service areas, Members and Officers.
- Participate in the development of the Council's policies and initiatives as required, including participation in multi-disciplinary working parties.
- Contribute to the work of the service in order to maintain high levels of professional standards across the Team.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

1. No direct budgetary responsibility, but will assist the Legal Services Manager in budget management and monitoring.
2. No direct management responsibility for staff other than leading and advising staff who may be assigned to assist on particular areas of work
3. Managing high profile, high impact matters in a public environment, with significant impact if errors or failings in service occur.
4. High level of professional judgement required.
5. The post holder will represent the Council publicly in a variety of venues, and will have regular contact with Senior Managers and Members within the Council and with comparable people outside the Council.

| <b>Person Specification</b>   | <b>Essential/<br/>Desirable</b> | <b>Internal<br/>Use Only</b> |
|---|---------------------------------|------------------------------|
| <b>Qualifications</b>   |                                 |                              |
| Practising Solicitor or Barrister or Chartered Legal Executive  | E                               |                              |
| Minimum 2:2 Honours Degree (any subject)  | E                               |                              |
| <b>Experience</b>   |                                 |                              |
| Substantial experience and specialist knowledge in at least one area of law covered by the Team including: <ul style="list-style-type: none"> <li>• Adult Social Care / Children Services</li> <li>• Education</li> <li>• Employment</li> </ul> | E                               |                              |
| Experience of providing advice to senior officers and / or Members.   | D                               |                              |
| Experience of dealing with high profile contentious work (civil or criminal).   | D                               |                              |
| Experience of personally managing a substantial caseload of high profile matters  | E                               |                              |
| Experience in other disciplines covered by the Team.  | D                               |                              |
| Experience in working in a local government setting   | D                               |                              |
| Advocacy experience   | D                               |                              |
| <b>Knowledge and understanding</b>  |                                 |                              |
| Knowledge of local government services and the democratic framework within which local government operates.   | D                               |                              |
| Understanding of good governance in a local authority setting   | D                               |                              |
| Detailed knowledge and understanding of information governance and data protection law  | D                               |                              |
| Some knowledge and understanding of other areas of work undertaken by the Legal Services Team   | D                               |                              |
| <b>Skills and abilities</b>   |                                 |                              |
| Ability to use Outlook, and a web browser to access information   | E                               |                              |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)   | E                               |                              |
| Experience using a legal case management system   | D                               |                              |
| Ability to give high level legal advice to officers and members.  | E                               |                              |
| Ability to give clear advice in a public forum.   | E                               |                              |
| Excellent written and verbal communication skills   | E                               |                              |
| Excellent negotiating and drafting skills   | E                               |                              |
| Ability to prioritise and manage a complex workload   | E                               |                              |
| Ability to inspire confidence and influence others  | D                               |                              |
| Ability to independently manage a substantial case load.  | E                               |                              |
| Able to work under pressure, organising work to ensure deadlines and targets are met.   | E                               |                              |
| Able to transfer legal skills to unfamiliar areas of law.   | D                               |                              |
| <b>Work-related personal qualities</b>  |                                 |                              |
| A team player with the ability to develop and maintain good working relationships at all levels by creating an atmosphere of professionalism and mutual trust and support.  | E                               |                              |
| Confident, committed and adaptable  | E                               |                              |

|  |     |  |
|--|-----|--|
| Excellent interpersonal skills   | E   |  |
| <b>Other work-related requirements</b>   |     |  |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E   |  |
| Enhanced DBS check with relevant barred list/s   | No  |  |
| Is this post politically restricted?   | Yes |  |
| Ability to work occasional evenings to attend Council meetings   | Yes |  |