

## Job Description and Person Specification

<b>Job title:</b>	Principal Lawyer – Regulation & Enforcement
<b>Directorate:</b>	Resources
<b>Service:</b>	Strategy & Governance Department
<b>Team:</b>	Legal and Democratic
<b>Post number:</b>	04878
<b>Salary grade:</b>	L
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Legal Services Manager
<b>Supervises:</b>	Regulation & Litigation Team

### Job Purpose

To undertake a caseload of high level work in at least one area of law covered by the Team.

To undertake primary responsibility for the Team to include line management and supervision of team members.

To assist the Legal Services Manager in the management of Legal Services.

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

To deputise for the Legal Services Manager and/or Service Lead (Legal & Democratic) when required.

### Structure Chart

See attached Documents

### Main Duties and Responsibilities

- To provide appropriate good quality legal service to the Council, including its service areas, Members and Officers.
- Personally undertake a significant caseload of high-level work in at least one area of Law covered by the Team.
- To deal with 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.
- Report to and advise Members meetings and Officers' meetings attending these as necessary and appropriate.
- Participate in the development of the Council's policies and initiatives as required, including participation in multi-disciplinary working parties.
- To review the caseload of staff in the Team, allocating work and monitoring progress, to maintain the efficiency and effectiveness of the Team.

### Main Duties and Responsibilities

- Monitor the development and performance of staff in the Team, ensuring that performance targets are met and professional standards are maintained, and ensure that staff are kept abreast of recent developments in the area of Law covered by the Team.
- Contribute to the work of the service in order to maintain high levels of professional standards across the Team.
- Undertake such other duties as may be appropriate to the post.
- 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 and behaviour 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. Supervision and line management responsibility for team members.
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.

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Practising Solicitor or Barrister or Chartered Legal Executive	E	
Minimum 2:2 Honours Degree (any subject) or equivalent	D	
Formal Management Qualification	D	
<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>• Criminal Procedure</li> <li>• Civil Litigation</li> <li>• Trading Standards/ Environmental Health / Licensing</li> </ul>	E	
Experience of providing advice to senior officers and / or Members.	E	
Experience of dealing with high profile contentious work (civil or criminal).	D	
Experience of personally managing a substantial caseload of high	E	

profile matters		
Previous experience of line managing/ supervising others	D	
Experience in other disciplines covered by the Team.	D	
Experience in working in a local government setting	D	
Advocacy experience	E	
<b>Knowledge and understanding</b>		
Knowledge of local government services and the democratic framework within which local government operates.	E	
Understanding of good governance in a local authority setting	E	
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		
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	