

# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	RESOURCES
<b>SECTION:</b>	Legal
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	Lawyer – General Law
<b>POST NUMBER:</b>	
<b>Grade:</b>	9
<b>Accountable to:</b>	Deputy Chief Legal Officer
<b>Accountable for:</b>	-
<b>Hours of Duty:</b>	37 Hours per week subject to the Council's Scheme of flexible working or the Service's Work-Life Balance Scheme. Additional evening work is necessary, mainly related to attendance at Committees or late meetings for which time in lieu will be granted
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>Casual Car User</p> <p>The post is subject to restriction on public political activity in accordance with the provisions of Part 1 of the Local Government &amp; Housing Act 1989</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## Key Role Descriptors:

The role holder will support the provision of a comprehensive legal service to Rochdale Council and external clients.

The role holder will provide effective advice on complex and sensitive legal issues in a constructive and positive manner.

The role holder will have a personal caseload of legal work relating to relevant areas of law.

## Key Role Accountabilities:

Provide advice to clients on relevant legal issues through knowledge of policies, practices and procedures, and ensure the effective management and maintenance of case files, in compliance with specific quality assurance requirements.

Negotiate and draft legal documentation, including briefs/instructions to counsel.

Conduct litigation on behalf of the Council and external clients in Courts and tribunals.

Research law and procedure to a high professional standard and keep abreast of legal developments.

Assist and co-operate with other members of the team and other officers within Legal Services and provide cover as required. Comply with the Legal Services' Office Manual.

Undertake such other legal duties commensurate with grade as are assigned to the post holder by the Assistant Director (Legal, Governance & Workforce) or the Deputy Chief Legal Officer demonstrating political sensitivity at all times.

Assist with the other work of Legal Services as required and contribute to and assume a shared responsibility for the effective running and efficiency of the team

Able to effectively influence a range of stakeholders in order to achieve beneficial outcomes for Legal Services.

Personal commitment to learning and development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued resulting in equal access and treatment in employment, service delivery and communications.

## Specific Role Accountabilities

### Knowledge and Skill

Knowledge of local government law with a particular emphasis on, general local government legal work including but not limited to contentions and non-contentious work arising out of the functioning of a metropolitan borough council, criminal and civil litigation, education, highways, contracts.

Ability to operate effectively in a sensitive political environment.

Ability to work efficiently with information technology in support of casework.

Where the postholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## **PURPOSE AND OBJECTIVES OF THE JOB**

To provide an effective, efficient and professional in-house legal service to the Council

To provide in-house legal support to the Council in relation to general local government legal work including but not limited to contentious and non-contentious work arising out of the functioning of a metropolitan borough council, criminal and civil litigation, education, highways, contracts.

### **Control of Resources**

Resources allocated to the postholder to enable them to carry out their role.

### **Personnel**

To be responsible for the direction support and motivation of self.

### **Financial**

To work in accordance with the financial regulations and procedures of the Authority.

To negotiate, maintain and arrange payment of external lawyers' fees and any other related expenses.

To record time for the purposes of charging and trading.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and any staff accountable to postholder

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

The postholder will assist in developing other legal staff's skills and knowledge in relation to relevant legal work

### **Relationships (Internal and External)**

<b><u>Internal:-</u></b>	*	All staff in Legal Services
	*	Other staff in the Council
	*	Officers of other Council Service Areas
	*	Members of the Council

<b><u>External:-</u></b>	*	Solicitors in Private Practice and other external advisers
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- \* Members of Parliament
- \* General public
- \* Staff of outside agencies
- \* Staff of other Local Authorities

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Be responsible for the legal work they undertake
- (iv) Act as a legal representative for the council and to provide advice and guidance to elected Council Members and to Officers

## **Our Values and Our Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

1. To undertake general local government legal work including but not limited to contentions and non-contentious work arising out of the functioning of a metropolitan borough council, criminal and civil litigation, education, highways, contracts.
2. To undertake advocacy in courts and tribunals as necessary.
3. To give advice and undertake legal work relating to the Council's powers, duties and functions.
4. To attend and advise at Committees and Sub-Committees of the Council and at any other meetings with Members
5. To attend, advise and, if required, chair any Inter-Service Working Groups, Working Parties, Panels, Internal Disciplinary Panels, Multi-Agency meetings and Inter-Service meetings
6. To provide advice and assistance where required to other Officers in Legal Services and Officers of other Services, in relation to legal work and its impact on their duties
7. To advise on a wide range of legal issues and undertake such other legal work as instructed by the Assistant Director (Legal, Governance & Workforce) or the Head of Legal Services.

## **Secondary Duties**

To undertake such legal work as may be determined by the Assistant Director after consultation with the postholder.

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
	_____		_____
Service Director	_____	Date	_____

## Rochdale Borough Council

### Person Specification

<b>Service :</b>	<b>Resources</b>	<b>Post:</b>	<b>Solicitor (Litigation)</b>
<b>Section :</b>	<b>Legal Services</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	9

#### Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(a) Qualification and Experience</b>			
1	A qualified Solicitor/Barrister/FCILEX with current Practising Certificate	E	Application Form
2	Significant experience in one or both of the following areas. We will provide training to develop your expertise if your strength lies in one area.  Provide details with examples of the either: 1. ASB/Housing  OR  2. Non-standard contracts/SLAs/Agreements in a local government setting	E	Application Form and interview
3	Provide examples of advocacy undertaken or delivering training and presentations. Would you be willing to undertake advocacy in courts and tribunals as necessary	E	Application Form and interview
4	To provide advice and drafting on a wide range of documents including policies, procedures, agreements and partnerships arising from all aspects of the activities undertaken by the Council or drafting pleadings, witness statements in a Housing/ASB context	E	Application Form and interview
5	Ability to attend and advise at committees and sub-committees and other meetings with Members, and at meetings with officers and others	D	Application Form and interview
6	To give advice and undertake legal work as to the Councils powers, duties and functions including advice on matters relating to the legal and constitutional framework within which the Council operates.	E	Application Form and interview

<b>(b) Skills and Knowledge</b>		
1	Interpersonal skills to establish and maintain professional working relationships with others internally and externally, and to influence, convince and negotiate with others, with a view to progressing the objectives of the Council.	E Application Form and interview
2	Ability to work in a team	E Application Form and interview
3	Ability to manage and prioritise a significant caseload of legal work, working under pressure to meet potentially conflicting deadlines	E Application Form and Interview
4	Knowledge of Local Government law and practice	E Application Form and Interview
5	Ability to analyse complex information and to produce clear, concise reports, briefing papers and advice to clients and colleagues	E Application Form and Interview
6	Ability to take appropriate responsibility and where relevant to act on own initiative and to influence clients	E Application Form and Interview
7	Ability to use Microsoft Office applications and case management system	E Application Form and Interview
<b>(d) Values and Behaviours</b>		
1	<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Be aware of and apply these behaviours at all times.</p>	E Application Form and Interview
<b>(e) Armed Forces</b>		
1	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D Application Form and Interview
2	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D Application Form and Interview