

# Job specification

**Job title:** Strategic Lawyer – People  
**Service:** Resources and Contracts, Legal  
**Grade:** 14

**Reporting to:** Assistant Director - Legal

## Your job

- ◆ Working with Assistant Director Legal you will make change happen, innovate and create a model of operation which will deliver a strategically focussed and outcomes driven legal and democratic function.
- ◆ You will have overall professional responsibility for the following areas of law:
  - ◆ Children's social care
  - ◆ Education
  - ◆ Adult social care
  - ◆ Health
  - ◆ Contentious Housing
- ◆ You will work closely with Senior Leadership, Elected Members, Trade Unions, Partner Organisations and other key stakeholders from across the public and private sector to deliver the Councils transformational work-streams and The Deal priorities.
- ◆ You will work closely with clients to understand the issues they face and their direction of travel. In addition, you will review political, statutory and legislative landscapes and assess how these impact on client needs.
- ◆ You will provide strategic leadership to a team of qualified professionals to develop and embed a client care culture which places a strong emphasis on collaborative working and shared goals.
- ◆ You will have overall management responsibility for a large number of staff and will be expected to develop a team which is performance driven, engaged and always looking at areas for continuous improvement.
- ◆ You will be a member of the Division's Senior Management Team and will work collaboratively with that team to manage the Division as a whole to ensure high levels of service delivery.

## Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

On an on-going basis you will:

- ◆ Deputise for the Assistant Director – Legal and other Strategic Lawyers, as and when required, making decisions using delegated authority, making recommendations and providing advice on their behalf.
- ◆ Provide strategic legal advice and support to Clients on the delivery of their transformational work-streams and The Deal priorities ensuring appropriate governance models are in place.
- ◆ Handle a personal caseload of complex, strategically important or politically sensitive cases, leading on Corporate and GMCA (Greater Manchester Combined Authority) initiatives within your area of responsibility.
- ◆ Assist with Member standards issues including undertaking investigations potential code of conduct breaches.
- ◆ Attend meetings with GMCA, Council, cabinet, committees, panels and officers advising on legal matters.
- ◆ Develop and improve the knowledge of officers and Elected Members in relevant areas of law by giving advice and guidance, delivering training and production of briefing notes.
- ◆ Lead on Public Service Reform, Data Sharing and Information Governance within your area of responsibility providing corporate advice as required.

- ◆ Lead on and assist with key projects ensuring they are delivered, on time, on budget and contribute to the corporate visions and priorities.
- ◆ Develop and implement new models of operation for Legal Services including Alternative Business Structures, traded services and undertaking work under agreement.
- ◆ Manage budgets, identify savings opportunities, income generation and control external spend within your area of responsibility.
- ◆ Recruit, retain and manage staff including performance management to ensure high levels of productivity, service delivery and client satisfaction.
- ◆ Develop and maintain strategic partnerships with key stakeholders that enhance the provisions and delivery of services.
- ◆ Act as Quality Assurance Supervisor for your area of responsibility using quality management techniques to ensure continuous improvement.

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Admitted Solicitor entitled to a current practicing certificate (the qualification of Barrister or Legal Executive is an acceptable alternative)
- ◆ Extensive post qualification experience in at least two areas of law from the list below:
  - ◆ Children's social care
  - ◆ Education
  - ◆ Adult social care
  - ◆ Health
  - ◆ Contentious Housing
- ◆ Experience of providing high level strategic legal advice to assist and guide clients when making decisions.
- ◆ Experience of operating at a senior level within a local authority or similar public or private sector organisation.
- ◆ Experience of managing and leading a team of staff within a local authority or similar public or private sector organisation.
- ◆ Proven track record in a pressurised and deadline driven environment.
- ◆ Be able to represent the service and the Council at a local and regional level.
- ◆ The ability to engage, inspire and care to achieve service development, transformation and service improvements.
- ◆ Well-developed skills to influence and persuade decision-makers using written and verbal reasoning which is based on fact.
- ◆ A commitment and understanding of diversity and equality.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough