

**JOB DESCRIPTION**

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| **Post Title**: Senior Lawyer | | | |
| **Department**: Corporate Core | | **Post No**: | |
| **Division/Section**: Legal Services | | **Post Grade**: 16 | |
| **Location**: Town Hall, Knowsley Street, Bury | | **Post Hours**: 37 per week Monday to Friday | |
| **Special Conditions of Service**: Attend at meetings as required, including occasional evening meetings. | | | |
| **Purpose and Objectives of Post**:  The Legal Team provides strategic legal and commercial services and advice across the organisation to enable the Council’s legal activity to be delivered in sustainable and cost-effective ways. The team operate in accordance with statutory requirements across all aspects of local government.  Lead and manage a portfolio of complex matters, providing expert advice and guidance to relevant stakeholders across the Council.  Work collaboratively with other staff across the Council on legal project, particular those which require input from multiple legal specialisms.  To be highly collaborative, working closely with departmental teams addressing potential compliance issues that heighten the legal risks to the Council | | | |
| **Accountable to**: Director of Law and Democratic Services/Council Solicitor and Head of Legal Services/Team Leader | | | |
| **Immediately Responsible to**: Team Leader | | | |
| **Immediately Responsible for**: Supervision of Lawyers/Legal Officers | | | |
| **Relationships: (Internal and External)**  **Internal –** Elected Members, Chief Officers/Senior Management, Officers within all Departments of the Council and other related Council service providers e.g. ALMO’s, LATCO’s, schools, etc  **External** – Solicitors in private practice, Counsel, Government Departments, Other Local Authorities, Court Officials, Members of Parliament, Members of the public and Outside Agencies and Professional Bodies, Medical and other expert witnesses; other professional persons. | | | |
| **Control of Resources**:  **Equipment:** Responsible for ensuring the security of all equipment, computer data and software.  **Health and Safety:** Ensure compliance with Health and Safety guidelines and instructions set out in the Health and Safety Policy.  **Financial:**  Payment and monitoring of substantial monies as required by the role, associated with matters which may include contracts, Court fees, transactions and/or other external costs up to and on occasion in excess of £10,000,000. | | | |
| **Duties and responsibilities**  To contribute to the Council’s corporate strategic priorities and the legal direction of the team, ensuring that priorities are met.  Provide significant input into the development and implementation of legal compliance policies and procedures.  Counsels colleagues and develops appropriate relationships across other departments as well as externally, to ensure the best outcomes are delivered  To work with the other team members in identifying and implementing improvement to services and making the most of resources.  To actively contribute to the professional development of the service and have a proactive and positive manner.  To support Legal Services by helping to build and maintain excellent client relations acting as a role model to achieve service and Council wide objectives.  To deliver high quality and value for money legal services.  To assist with the other work within the team as required.  To work on effective relationships to get the best results.  To provide departmental officers with expert legal advice on applicable laws and the interpretation of legal documents in a manner that supports a practical legal approach and manages risk.  To provide recommendations for addressing critical legal and policy issues in order to ensure that the councils legal and business objectives are met.  To identify legal issues and risks and providing analysis and resolution to such matters.  To provide effective representation on complex legal work on behalf of the Council, and, where appropriate, to external bodies.  To lead and support junior staff in undertaking their role.  To manage a personal caseload of legal work relevant to the team and areas of law and legal practice based on transactions of high value, complexity and/or of major significance/importance.  To conduct advocacy and represent the Council in Court proceedings.  To provide timely, high quality and accurate legal, tactical and strategic advice.  To use advanced analytical skills to interpret complex information to identify legal issues, risk and other implications for clients.  To communicate both verbally and in writing to a consistently high standard with the ability to translate and present complex legal advice in a way that can be clearly understood by a variety of audiences.  To demonstrate exceptional negotiating and influencing skills to achieve the best possible outcomes for clients.  To be solution focussed, always looking positively for ways in which the clients’ desired outcomes can be achieved.  To research law and procedure to a high professional standard and keep ahead of legal developments, ensuring that all advice is in keeping with the latest developments in law.  To demonstrate highly competent legal skills such as communication, drafting, reviewing, negotiating and interpreting a wide array of documents.  To effectively deal with clients, legal management and legal matters, as required.  When required by the Council Solicitor or Head of Legal Services, to draft Cabinet/Committee reports prepared by instructing departments and/or related Council service providers and advise on any legal issues arising there from.  To act as a point of reference and give professional advice, training and supervision to other team members within the team.  Develop, deliver and implement training courses as to the law and practicalities of application for staff across the council.  Comply with quality systems adopted by the Legal Services Team.  Conduct cases within Case Management Software System operated by the Legal Services Team.  To have personal commitment to continuous self-development and service improvement.  Undertake continuing professional development as required.  Assist the Council Solicitor and Head of Legal Services with the recruitment and selection of staff. | | | |
| **Job Description prepared by:**  **Rosalind Thorpe** | **Sign: R. Thorpe** | | **Date: 22.01.24** |
| **Agreed correct by Post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |

**DEPARTMENT FOR CORPORATE CORE**

**Senior Lawyer**

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Barrister, Solicitor or CIlex level 6 or equivalent and advocacy rights | **x** |  |
| Extensive experience of handling and prioritising a full personal caseload of legal matters/cases with excellent knowledge in this area of law. | **x** |  |
| Ability to work under pressure and to deadlines including court deadlines and timetables | **x** |  |
| Experience of advising preparing and conducting proceedings. | **X** |  |
| Previous experience of working as a lawyer | **X** |  |
| Demonstrable experience of supporting junior members of staff |  | **X** |
| Exceptional communication skills both written and verbal | **X** |  |
| Extensive knowledge of law, legislation and application relevant to area of specialism | **X** |  |
| Excellent IT skills and experience of using case management systems. | **X** |  |
| Ability to formulate and maintain strong working relationships across other departments | **X** |  |
| Strategic and creative thinker with the ability to challenge appropriately. | **X** |  |
| Strong people management skills |  | **X** |
| Able to coach within and outside your team. |  | **X** |