1

**JOB DESCRIPTION**

|  |
| --- |
| **Post Title**: Legal Officer |
| **Department**: Corporate Core | **Post No**:  |
| **Division/Section**: Legal Services | **Post Grade**: 10 |
| **Location**: Town Hall, Knowsley Street, Bury | **Post Hours**: 37 hours per week, Monday to Friday |
| **Special Conditions of Service**: None |
| **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.Providing an informed understanding of the legal position on matters within a designated department, and the practical implications in relevant area.Advising council officers on the law, risks and the strength of particular cases.Providing written and verbal legal communications |
| **Accountable to**: Director of Law and Democratic Services/Head of Legal Services/Team Leader |
| **Immediately Responsible to**: Team Leader/Senior Lawyer |
| **Immediately Responsible for**: N/a |
| **Relationships: (Internal and External)****Internal** Other team members. Management and officers throughout the Authority, other related Council service providers e.g. ALMO’s, LATCO’s, schools, etc**External** Solicitors in private practice, Court Officers, Government Departments, experts/consultants, members of the public, outside agencies and professional bodies.**Financial**: Payment of monies as required by the role, associated with matters which may include court fees, counsel’s fees, transactions and/or other external costs. |
| **Control of Resources**: 1. Responsible for ensuring the security of all equipment, computer data and software.

 2. The payment of Court, Counsel, consultants and experts fees, compensation and costs as required by the role. 3. Receipt and payment of monies under transactions. |
| **Duties and responsibilities** * To contribute to the Council’s corporate strategic priorities and assist in ensuring that Legal Services supports those priorities.
* To work with the other team members in improving services and making the most of resources.
* To work as part of a team to help deliver the best outcomes.
* 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 assist with the other work within the team as required, such as writing first document drafts
* To undertake the efficient execution of a variety of work of a legal such as organising case files and compiling litigation bundles
* To undertake a range of legal, technical tasks as directed
* To communicate both verbally and in writing in a way that can be clearly understood by clients/instructing officers.
* To demonstrate legal drafting skills commensurate with the role.
* Under guidance, negotiate legal documents
* To research law and procedure.
* To undertake legal tasks whilst using the Case Management Software System operated by the Legal Services Team.
* To conduct cases within the Case Management Software System operated by the Legal Services Team and analyse legal data.
* To have personal commitment to continuous self-development and service improvement.
* To attend professional education/development training courses as required.
* To undertake continuing professional development as required.
* To comply with quality systems adopted by the Legal Services Division.
 |
| **Job Description prepared by:** | **Sign:**  | **Date:** |
| **Agreed correct by Postholder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** |

**DEPARTMENT FOR CORPORATE CORE**

**Legal Officer**

|  |  |  |
| --- | --- | --- |
| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Law degree or Non-Law Degree with a Graduate Diploma in Law or Level 3 CIlex Diploma in Law & Practice or equivalent. | **X** |  |
| Ability to work independently and as a member of a team | **X** |  |
| Experience of giving legal advice verbally and in writing  | **X** |  |
| Ability to work with some supervision and to display initiative  | **X** |  |
| IT literate with an ability to use Outlook and case management systems | **X** |  |
| Up to date legal knowledge |  | **X** |
| Strong people management skills |  | **X** |
| Ability to communication with precision both written and verbal |  | **X** |