

Job specification



Job title: Lawyer - Place

Service: Resources and Contracts, Legal

Grade: 8

Reporting to: Group Lawyer - Place

Your job

As a lawyer – Place you will report to the Group Lawyer – Place and be part of a client focussed and outcomes driven legal and democratic function.

You will operate in the areas of law of Land and Property including property related Housing and Land Charges, Major Projects and Regeneration, Contracts and Procurement, Planning and Highways, Regulation and General Litigation and Common Law matters.

You will work closely with clients to assist them in their delivery of their service objectives and priorities, providing advice, support and assistance to client officers, Elected Members, Partner Organisations and other key stakeholders from across the public and private sector.

You will advise, prepare and conduct proceedings acting as an advocate for the Council at court, tribunals, inquiries and legislative hearings.

You will work collaboratively with colleagues across the Division to provide a high quality, efficient and professional legal and democratic service, with the delivery of service objectives, client satisfaction and performance targets.

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 within the areas of law of Land and Property including property related Housing and Land Charges, Major Projects and Regeneration, Contracts and Procurement, Planning and Highways, Regulation and General Litigation and Common Law matters you will:

- Handle a personal legal caseload
- Advise, prepare and conduct proceedings on behalf of the Council. Acting as an advocate for the Council at court, tribunals, inquiries and other statutory and legislative hearings
- Draft legal documents engaging in negotiations with parties as appropriate
- Attend meetings with committees, panels and officers advising on legal matters
- Provide legal advice to clients to assist them in the delivery of their objectives and priorities
- Deliver a service which provides value for money, is efficient and has high levels of service delivery
- Improve the knowledge of officers and Elected Members by giving advice, guidance and production of briefing notes

- Liaise with key stakeholders on the delivery of services
- Contribute to quality assurance policies and procedures within the service
- Maintain and update appropriate systems
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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)
- Post qualification experience in at least one area of law from the list below:
 - Land and Property including property related Housing and Land Charges
 - Major Projects and Regeneration
 - Contracts and Procurement
 - Planning and Highways
 - Regulation
 - General Litigation and Common Law matters
- Experience of providing legal advice to assist and guide clients when making decisions
- Experience of advising, preparing and conducting proceedings on behalf of the Council
- The ability to act as an advocate for the Council at court, tribunals, inquiries and other statutory and legislative hearings
- The ability to manage the instruction, use and involvement of Counsel and external lawyers in appropriate cases
- Experience of drafting legal documentation engaging in negotiation with parties as appropriate
- Experience of dealing with a caseload within the areas of work listed above with appropriate supervision
- The ability to operate in pressurised and deadline driven environment
- Be able to represent the service and the Council at local level
- The ability to be positive, accountable and courageous in delivering the service priorities and clients objectives
- 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

Be Kind... be helpful, generous and thoughtful towards yourself and others

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

#TeamWiganDeal


Together we will


Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will


 Genuinely care for you and your wellbeing.


 Champion a culture that inspires you to thrive.


 Listen and engage with you to bring your ideas to life.


 Celebrate your contribution and support you to reach your goals and aspirations.

I will

 Look after my wellbeing and be kind to myself and others.

 Work with others across #TeamWigan to be courageous, innovative and embrace technology.

 Share my ideas and be accountable for making things happen.

 Own my development and let my passion and positivity shine through.