

# Job specification

**Job title:** Group Lawyer – People  
**Service:** Resources and Contracts, Legal  
**Grade:** 11  
**Reporting to:** Strategic Lawyer - People

## Your job

Working with Strategic Lawyer - People you will play a key role in make change happen, identifying areas of innovation and the delivery of a strategically focussed and outcomes driven legal and democratic function.

You will have overall operational responsibility for the following areas of law:

- Children's social care
- Education
- Adult social care
- Health
- Contentious Housing

You will be expected to lead operationally on a number of areas of law listed above.

- You will work 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 their service delivery priorities, the operational issues they face and the support they require from the Legal and Democratic function;
- You will provide operational 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 be responsible for the allocation and management of caseloads across the team ensuring that performance, efficiency and client care targets are delivered;
- You will have management responsibility for a 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 Extended Management Team and will work collaboratively with that team to support the management of the Service as a whole to ensure high levels of service delivery.

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 Children's social care, Education, Adult social care and Contentious Housing you will:

- Deputise for the Strategic Lawyer – People, and other Group Lawyers, as and when required, making decisions using delegated authority, making recommendations and providing advice on their behalf;
- Provide legal advice and support to clients on the delivery of the operational elements of their transformational work-streams and The Deal priorities ensuring appropriate governance models are in

place;

- Support the development with legal parameters of documents, policies and procedures for the work undertaken by clients;
- Work with clients to ensure operational issues are resolved quickly, effectively and any corrective actions are implemented to reduce the possibility of issues re-occurring;
- Handle a personal caseload of complex and significant cases, assisting on Corporate and GMCA (Greater Manchester Combined Authority) initiatives within your area of responsibility;
- 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;
- Have overall operational responsibility for the management of, use and involvement of Counsel and external lawyers in appropriate cases within your area of responsibility;
- Draft complex and significant legal documents, policies and procedures engaging in detailed and extensive negotiations with parties as appropriate;
- Attend meetings with committees, panels and officers advising on complex, significant and wide reaching legal matters which could have significant impact on the delivery of services;
- Guide, 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;
- Assist with Public Service Reform, Data Sharing and Information Governance within your area of responsibility;
- Assist with key projects ensuring they are delivered, on time, on budget and contribute to the corporate visions and priorities;
- Assist with the maintenance of a balanced budget, through the delivery of income, recovery of fees and monitoring external spend within your area of responsibility;
- Assist with recruiting, retaining and managing staff including performance management to ensure high levels of productivity, service delivery and client satisfaction;
- Manage, supervise, support and mentor lower graded staff within the Division;
- Maintain partnerships with key stakeholders that enhance the provision of and delivery of services;
- Act as quality assurance supervisor leading on specific areas within the quality system to ensure compliance and continuous improvement;
- Have operational responsibility for the development, maintenance and updating of 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);
- Significant 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 complex and significant legal advice to assist and guide clients when making decisions;
- Significant experience of advising, preparing and conducting proceedings on behalf of the Council;
- Significant experience of acting as an advocate for the Council at court, tribunals, inquiries and other statutory and legislative hearings;
- Experience of managing the instruction, use and involvement of Counsel and external lawyers' in appropriate cases;
- Experience of drafting complex and significant legal documentation, policies and procedures engaging in detailed and extensive negotiations with parties as appropriate;
- Experience of operational issue resolution within the context of a similar public or private sector organisations;

- Experience of dealing with complex and significant cases within the areas of work listed above with supervision only required in exceptional circumstances;
- The ability to manage 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;
- To represent the service and the Council at local level and at a regional level if necessary;
- 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