

Lawyer, Place

Role Profile

Service: Legal Services
Grade: Band 8-10
Reporting to: Principal Solicitor (Place)
Responsible for: Legal assistants, trainees and other staff



About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

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

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

Provide timely legal advice, assistance and representation to the Council within an area of specialism.

Key duties

1. To provide appropriate legal advice and assistance to the Council as a whole, across the relevant area of expertise/specialism
2. To work effectively with other officers of the Council as necessary to support and achieve the delivery of the Council's objectives.
3. To provide high quality, timely advice and guidance relating to new legislation, statutory instruments, policy documents, circulars and case law.
4. To prepare reports for and attend such meetings of the Council, the Executive Committees, Sub-Committees and Working Parties as may be necessary in connection with the duties of the post.
5. Prepare and as directed conduct cases on behalf of the Council in the Magistrates, County and High Courts and before other tribunals.
6. Assess the need to instruct external Solicitors and Counsel in accordance with service procedures and where appropriate to prepare instructions for Counsel/external solicitors and work with them to achieve agreed objectives.
7. Contribute both individually and as part of a team to the achievement of the highest quality results in all aspects of the work of

the Legal Services.

8. Develop and maintain effective client relationships with partners and external agencies to improve service delivery
9. To communicate and engage with a wide range of stakeholders, building partnerships and productive working relationships to achieve shared objectives
10. Champion customer focus; listen to and communicate effectively with clients and stakeholders
11. Promote collaborative working across the Council and maintain a focus on customer orientation and service quality.
12. Provide leadership support, supervision and ensure the effective motivation and development of staff.
13. To support the negotiation of the legal and commercial terms for property, planning and development related transactions and agreements and draft relevant documents including contracts, transfers and leases in relation to the disposal and acquisition of property, construction contracts, service agreements, partnership agreements, section 106 and 278 agreements and development agreements.
14. Undertake all other duties as required by the Legal Service including deputising for the Principal Solicitor in relation to operational work associated with the relevant area of specialism, as and when required.

About You

Qualifications and Professional Development

- You must be a qualified Barrister, Solicitor or Chartered Legal Executive
- Demonstration of CPD

Experience and Knowledge

Experience in the following areas of law:

As set out in the advert

Initial appointment will be made based on interview and experience. Progression within the grading structure then will be based on the following:

- Band 8 – up to two years' successful experience in the relevant area
- Band 9 – two years' experience and a satisfactory PDR based on client feedback, level of supervision required, complexity of work carried out, training and meeting time recording targets
- Band 10 – three or four years' experience and a satisfactory PDR based on client feedback, level of supervision required, complexity of work carried out, training and meeting time recording targets

Experience of working with and providing legal advice and assistance to other departments/services

Experience of conducting complex cases in Magistrates and/or County and/or High Courts and before other tribunals

Detailed knowledge of relevant legislation and procedures

Skills and abilities

- An enthusiastic, persuasive and effective communicator, able to influence and negotiate at senior levels. Ability to prepare and present high quality written reports and complex legal documents
- Ability to work independently, make decisions and demonstrate initiative
- Ability to produce solutions and develop strategies over long periods
- Ability to interpret highly complex and varied information and clearly communicate this to people who may have no specialist knowledge
- Ability to adapt to change, understanding and using new information quickly

- IT literate and competent to use specialist computer software for the purposes of time recording and general day to day activity

Special Conditions

None

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Prepared/revised by: TR

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.