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| |  | | --- | |  | | **LITIGATION LAWYER**  **(FIXED TERM COVER)**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: CSS Manager Band 4 (Specialist) - Litigation Lawyer  **Service Area:** Legal and Democratic Governance  **Directorate:** CSS  **Team:** Legal – Litigation Team | Salary Grade: MB4 |
| **Post Reports to:** Head of Litigation Team  **Post Responsible for:** Prosecution and regulatory work along with civil matters | |
| **Main Purpose of the Job:**    The successful applicant will take on a key role within the Litigation team. You will engage in a broad spectrum of regulatory work across a variety of areas and provide high quality legal advice to all Directorates and the Council’s ALMO relating to:   * Regulatory enforcement work, including trading standards and environmental health and licensing matters. * anti-social behaviour work , including; injunctions, possession and civil claims and general advice.   This also requires advocacy in courts, tribunals and advice and possible attendance at the Council’s Licensing Committee. | |
| **Summary of responsibilities and key areas:**   1. To be responsible for a personal caseload of legal matters with a focus on practising local authority enforcement work. In addition, the post holder will be required to have a thorough knowledge of general criminal procedure and practice, regulatory enforcement experience with an emphasis on environmental health and trading standards matters and ideally a knowledge of licensing law; 2. To act as a legal advisor in the delivery of all aspects of regulatory and enforcement work; 3. To draft and negotiate notices on behalf of the Council; 4. To advise on all aspects of environmental health, trading standards, licensing and anti-social behaviour tools; 5. To attend and conduct advocacy at courts and tribunals; 6. To attend and advise Licensing Committees; 7. To supervise the carrying out of the day-to-day regulatory enforcement legal work of the Council; 8. To remain up to date with the latest legal and practical developments affecting local authority enforcement.   **Setting Direction**   * Comply and ensure compliance with the Council’s policies and procedures. * Provide tactical direction and leadership across CSS and within a specialist area to establish and maintain a culture of teamwork, achievement, accountability and outcome focus.   **Engaging People**   * Deliver excellent customer service and effective client management, in order to understand, reflect and manage the expectations of customers and the reputation of CSS. * Foster and maintain positive relationships with key stakeholders to facilitate effective contract and relationship management and achieve the most appropriate and desirable outcomes for the organisation. * Deliver excellent customer service and effective client management, in order to reflect and manage the expectations of customers and the reputation CSS. * Work collaboratively within CSS, across the Council and with partner organisations at all levels in order to maximise performance levels and operational efficiencies. * Manage change effectively, working with colleagues in response to external drivers, resolving complex issues and ensure that CSS remains fit for purpose now and in the future. * Recognise and respond to the political environment and expectations, addressing any sensitivity and taking an appropriate view of service priorities and requirements.   **Delivering Results**   * Plan and manage significant service resources, budgets, assets, projects and staffing to maximise achievement of goals and required levels of customer service demonstrating effective value for money.      * Support employees at all levels in the elimination of duplication and other inefficiencies across CSS in order to maximise the use of resources and achieve budget targets. * Provide effective oversight and organisational management of service or specialist areas to a high level, including responsibility for projects, budgets, risk, performance, staffing, health and safety, business continuity etc. as appropriate. * Monitor the performance of staff and address performance issues in a timely manner to maximise individual and team outcomes. Deal with complex performance issues and support more junior managers in their application of this. * Manage, develop and effectively deploy staff to enable them to effectively undertake their roles, responsibilities and accountabilities through organisational change and to provide for succession across CSS. Make quick decisions based upon priorities. * Contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole. * Contribute to isssues relating to Civic Resilience and Business Continuity, including representing the Service as required during an incident. * Personal Health and Safety in the workplace. | |
| **Job activities:**  As outlined under “Main Purpose of the Job” | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
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| Able to provide a copy of a current Practising Certificate or equivalent qualification entitling you to practise law in England & Wales (Barristers and Institute of Legal Executives are considered suitably qualified) demonstrating at least 2 years’ post admission experience | Essential |
| Experience of local authority enforcement and prosecutions work | Essential |
| Experience of anti-social behaviour powers and tools | Desirable |
| Strong analytical skills with the ability to quickly establish key issues | Essential |
| Effective oral and written communication skills with a confident presentational style | Essential |
| Experience of working with a range of internal and external stakeholders to work collaboratively | Essential |
| CPD requirements of relevant professional body up to date | Essential |