# Job specification

**Job title: Team Lawyer – People (Adult's)**
**Service: Resources and Contracts, Legal**
**Grade: G10**
**Reporting to: Group Lawyer - People**

## Your job

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

You will operate in the area of Adult social care law which includes Court of Protection Welfare Applications, Ordinary Residence Disputes and Section 21A Challenges. A knowledge of Education, Children's social care, Health, Housing and Anti-Social Behaviour law would be advantageous.

You will work closely with clients to assist them in the 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 other statutory and legislative hearings.

You will work collaboratively with colleagues across the Division to provide a high quality, efficient and professional legal and democratic service, assisting 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 area of law of Adult Social care you will:

- Handle a personal legal caseload which could include complex and significant cases;
- 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;
- Manage the instruction, use and involvement of Counsel and external lawyers in appropriate cases;
- Draft complex and significant legal documents engaging in detailed negotiations with parties as appropriate;
- Attend meetings with committees, panels and officers advising on complex and significant legal matters;
- Provide specialist legal advice to clients to assist them in the delivery of their objectives and priorities;

- Assist the service in identifying areas for continuous improvement which provide value for money, efficiency benefits and high levels of service delivery;
- Develop and improve the knowledge of officers and Elected Members by giving advice, guidance, delivering training and production of briefing notes;
- Assist with projects ensuring they are delivered, on time, on budget and contribute to the corporate visions and priorities;
- Supervise, support and mentor lower graded staff within the Division;
- Maintain partnerships with stakeholders that enhance the provision of and delivery of services;
- Contribute to the development and maintenance of quality assurance policies and procedures;
- To develop, 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 two areas of law from the list below:
    - Court of Protection Welfare Applications,
    - Ordinary Residence Disputes,
    - Section 21A Challenges
    - Education Law
    - Advocacy (preferably in the Court of Protection)
- The ability to undertake work in the areas of law of Education, Children's Social Care, Health, Housing and Anti-Social Behaviour if requested by management;
- Experience of providing legal advice to assist and guide clients when making decisions which may include complex and significant issues;
- Experience of advising, preparing and conducting proceedings on behalf of the Council;
- Experience of acting an as 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 complex and significant legal documentation engaging in detailed negotiations with parties as appropriate;
- Experience of dealing with a significant caseload within the areas of work listed above with minimal supervision;
- The ability to supervise, support and mentor lower graded staff within the Division;
- Proven track record in a 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

## 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