

Job Description

Legal Officer

Reports to: Principal Legal Officer

Responsible for: None

Total staff managed: None

Working environment: Mainly office based with some external meetings, Court appointments etc

Purpose of role:

To act as legal adviser to the Council on a range of local government issues.

Key results areas

Corporate responsibilities:

To support the Council to achieve its Corporate Strategy vision that by 2021, Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

Operational responsibilities:

- To conduct the Council's legal affairs, including representation at Courts, Tribunals, Planning Inquiries and, where necessary, to instruct Counsel.
- To attend and advise at council committee meetings and other miscellaneous democratic and governance related meetings and groups.
- To represent the Legal Services team at such internal and external meetings providing proactive, clear and effective advice, taking responsibility for the legal and administrative work relating to such meetings.
- To deal with procurement issues and preparation of contracts, agreements and legal notices for the Council.
- To advise on Freedom of Information and Data Protection.
- To carry out all legal aspects associated with regulatory enforcement and anti-social behaviour.
- To deal with planning and licencing matters.

- To deal with standard property matters including leases, licences and acquiring and selling land and property instructing external representatives as necessary.
- To carry out such other duties as may from time to time be reasonably required.

These may change subject to consultation with the postholder.

General Statement

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

Health and Safety at Work

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities and Accessibility

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Absence

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

Performance Management

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

Staff Development

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

NOTE: This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.