

**JOB DESCRIPTION**

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| **Post Title**: Head of Social Care Legal Team | | | | |
| **Directorate**: Corporate Core | | | **Post No**: | |
| **Division/Section**: Legal Services | | | **Post Grade**: SM2 | |
| **Location**: Primarily Town Hall, Knowsley Street, Bury. However may be required to travel within the locality to deliver the requirements of the role. | | | **Post Hours**: 37 per week Monday to Friday | |
| **Special Conditions of Service**:  Attend at meetings as required including occasional evening meetings. | | | | |
| **Purpose and Objectives of Post**:  To contribute to the Council’s corporate strategic priorities and assist in ensuring that Legal Services supports those priorities.  To support the Head of Service in leading, developing and managing the Council’s internal legal department thereby supporting the Director of Law and Democratic Services/Council Solicitor.  Lead on the provision of strategic and legal decision making to senior officer across specialist area, supporting business changes to increase knowledge and compliance  To lead, supervise and motivate a team of lawyers, allocate and manage work to achieve targets and optimum performance from team members. Effectively manage and organise personal caseload of complex legal matters.  This role plays a key part in the discharge of the Director of Law and governance responsibilities including ensuring statutory and regulatory reporting and compliance of duties | | | | |
| **Accountable to**: Director of Law and Democratic Services and Council Solicitor | | | | |
| **Immediately Responsible to**: Head of Legal Services | | | | |
| **Immediately Responsible for**: Leading, supervising and motivating a team of lawyers. | | | | |
| **Relationships: Internal**  Elected Members Chief Officers Senior Management Officers within all Departments of the Authority | | **Relationships: External**  Solicitors in Private Practice Counsel Government Departments Other Local Authorities Court Officials Consultants Members of Parliament Members of the Public Partners Outside Agencies and Professional Bodies | | |
| **Control of Resources**:  **Personnel:** Supervisory responsibility for staff within the Team.  **Equipment:** Responsible for ensuring the security of all equipment, computer data and software.  **Health and Safety:** Ensure compliance with Health and Safety guidelines and instructions set out in the Health and Safety Policy.  **Financial:** Assist in the control of the Legal Services budget.  Payment and monitoring of substantial monies as required by the role, associated with matters which may include contracts, Court fees, transactions and/or other external costs in excess of £10,000,000. | | | | |
| **Duties and responsibilities**  The Legal Team provides strategic legal and commercial services and advice across the organisation to enable the Council’s legal activity to be delivered in sustainable and cost-effective ways. The team operate in accordance with statutory requirements across all aspects of local government.  To be a key member of the leadership team, with the Director of Law and Governance and the Head of Legal for a distinct area of specialism and represent Legal and Legal Issues. Building effective relationships with Directors and their teams, engaging with stakeholders and colleagues at all levels to generate commitment to goals.  To assist the Head of Service to ensure Legal Services is maintained as a team of professionally qualified and support staff providing high quality legal services to the Council, its partners and stakeholders, including Six Town Housing and other outside organisations with whom Legal Services has a contractual arrangement, taking responsibility for its organisation, administration, strategic and financial development and management.  Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in service, developing the legal knowledge and understanding of key stakeholders.  To ensure the effective execution of legal work arising from the decisions of the Council and its Committees.  Take ownership of building effective working relationships with other Team Leaders to ensure the Council’s Legal plans and priorities are aligned across the teams.  Ensure positive personal and professional development of team members by tuition, personal example, strong leadership and effective performance management.  Procure the delivery of relevant training to legal staff and clients in respect of specific subject related matters.  To contribute to the production, monitoring and review of the Legal Services Service Plan.  Build and maintain excellent client relations acting as a role model to achieve service and Council wide objectives.  To Deputise for the Head of Legal Services, in their absence.  To support the Head of Service in ensuring sound democratic decision making, good and effective governance and openness/access to information.  To provide and ensure the provision of sound legal advice, assistance and representation, to Elected Members, Departments of the Council and other partners and stakeholders which will impact on the decisions and initiatives undertaken by them, together with the provision of advocacy when required.  Act as a point of reference and give professional advice and training to other staff within Legal Services and their specialist area.  Ensure compliance with quality systems adopted by the Legal Services Team.  Ensure that cases are conducted within Case Management Software System operated by the Legal Services Team.  Through personal example, open commitment and clear action, ensure diversity is positively valued resulting in equal access and treatment in employment, service delivery and communication.  Attendance at board/transformation meetings across specialist area, liaising with Exec directors  Influencing and persuasive skills of Senior Officers to ensure council maintains compliance with statutory regulations and relevant law principles  Provide timely and accurate legal and tactical advice together with case statistics, budget estimates and forward planning advice to all relevant stakeholders including Members, Executives and Senior Officer.  Provide expert strategic and legal decision support to a Leadership Team and Elected Members to underpin strong legal performance.  Through collaboration, engagement and challenge with Directors contribute to the organisations legal framework  Responsible for the preparation and analysis of legal documentation for court ensuring production is to a high standard and compliant with regulatory requirements.  Development of strategic plans for specialist area in line with the overall legal strategic business plan  Prepare and present reports to Corporate Core Management Board and portfolio meetings; produce papers for Cabinet and Council Committees, such as Overview and Scrutiny and Audit Committee; and produce reports and briefings for Partnership Boards on policy developments  Represent Bury on regional/national best practice groups.  Provide productive challenge, assurance and recommendations to senior leaders on legal matters, ensuring the completeness and quality of legal documentation in area of specialism and lead on cross organisational strategic activity.  Analyse, manage and mitigate risk  Deliver capacity building initiatives to the Council to ensure an ongoing high level of legal knowledge and understanding.  Effectively manages a team, ensuring development of staff and achieving results through others.  Designs and implements appropriate legal procedures and protocols to ensure deliverables are achieved  Leads strategic organisational projects which are cross departmental, cross functional activities to ensure that the council achieves its priorities.  Interpreting complex legislation  Working with GM, regional and national peer organisations to bring best practice and revolutionary initiatives to support services.  Support and drive the business area in maximising impact for local residents and businesses through delivery of effective and efficient financial performance  Clarify strategies and plans, giving clear sense of direction and purpose for self and team.  Leads on policy development in area of functional responsibility.  Leads on development of the system, ensuring the relationship with IT supports its full functionality agrees changes as required.  Work collectively to ensure information, processes and activity is of a high standard and uniform across the directorates. Support others in activities within their areas of responsibility to ensure best practice is shared. | | | | |
| **Job Description prepared by:** | **Sign:** | | | **Date:** |
| **Agreed correct by Postholder:** | **Sign:** | | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | | **Date:** |

**DEPARTMENT FOR CORPORATE CORE**

**Team Leader**

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Barrister, Solicitor or CIlex level 6 or equivalent and 3 years PQE in the area of the post. | **X** |  |
| Demonstrable experience of managing or supervising a team within a legal department, in a local authority (preferred). | **X** |  |
| Significant experience of handling and prioritising a personal caseload of legal matters/cases with excellent knowledge in this area of law. | **X** |  |
| Ability to work under pressure and to deadlines including court deadlines and timetables | **X** |  |
| Rights of advocacy in Magistrates Court/ County Court/ Tribunals and experience of conducting proceedings. | **X** |  |
| Excellent IT skills and experience of using case management systems. | **X** |  |
| Excellent written and verbal communication skills - you will be able to communicate effectively up to senior levels right across the business using all mediums. | **x** |  |
| Excellent leadership skills with the ability to guide, motivate and develop your team. | **x** |  |
| Extensive knowledge of law, legislation and application relevant to area of specialism | **X** |  |
| Experience of managing at a senior level in a large, complex organisation in line with the areas of functional responsibility. | **X** |  |
| Works well with elected members, executive directors and senior external staff. | **X** |  |
| Ability to constructively challenge staff on legal and performance matters. | **X** |  |