

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Solicitor - Employment |

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| **Directorate:** | Corporate | **Division/Section:** | Legal services |
| **Grade:** | SM3 | **JE Reference:** | 3020 |

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| **Job Purpose:** |
| To provide the professional services of a solicitor to the Council and in relation to all aspects of Employment Law and the Tribunal procedure and to provide legal advice and case management around the SEND process |
| **Key Tasks:** |
| Providing legal advice to internal clients and stakeholders in relation to all aspects of employment law.  Taking instructions and responding to employment claims.  Drafting legal responses.  Conducting case management/ preliminary hearings.  Instructing and liaising with counsel in relation to any tribunal proceedings where external legal counsel may be required.  Drafting settlement agreements.  Advising panel members in relation to disciplinary hearings as well as drafting outcome decisions  Case management and advice of any legal challenges around the SEND process.  Such other duties and responsibilities of a similar grade and nature as may be required. |

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| **General Responsibilities:** |
| To provide day-to-day advice to the team and stakeholders regarding recruitment, appraisals and development, conflict resolution etc.  To manage a caseload of cases  To motivate and engage the team to create the right working environment to influence effective performance.  To be accountable for a budget(s), monitoring and providing explanation for the spend as necessary.  To be responsible for the delivery of the annual work plans, regularly monitor, identify potentialnon-delivery and provide practical solutions for performance issues.  Contribute to efficiency and performance improvements and evidence value for money in service delivery.  Contribute towards strategic planning by providing practical aspects to achieving goals and objectives  To support the implementation of corporate initiatives and ensure they are embedded in the team.  To ensure effective working relationships with other managers across the directorate and the Council to deliver our corporate objectives.  To contribute to the overall management of the service |

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| **Standard Duties:** |

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| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council; including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees of the team, the Legal Directorate, the wider council officers, partners, external organisations and the public. |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:** | Group Solicitor – Civic Litigation, Assistant Borough Solicitor |
| **Responsible for:** | No direct reports, however, the post-holder will be required to supervise the work of any officer who is assigned on an ad hoc basis to assist them with particular tasks/projects. |

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| **Special Conditions:** This is a politically restricted post |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we have translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 27/10/2023 | Alex Bougatef | Interim Assistant Borough Solicitor |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**



**PERSON SPECIFICATION**

**Job Title:** Solicitor - Employment

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Qualified solicitor or barrister or a Chartered Legal Executive  Member of Governing Body/Law Society  Evidence of continuing professional development |  | AF  AF  AF |
| **Experience** | Experience of providing legal advice and services in relation to employment law and practice  Experience of using ICT to support service delivery and to complete tasks and duties effectively and efficiently  Experience of delivering presentation and training sessions, including to those who may not have a prior background in this technical area  Experience of advising senior officers and elected members, including advising at meetings. | Experience of employment law within a local government environment. | AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Interpersonal skills to establish and maintain professional working relationships with others internally and externally, to persuade, influence, convince and negotiate with others, with a view to progressing the objectives of the Council  Able to draft and write reports, presentations and training materials appropriate in style and content to the intended audience  Analytical skills to research and interpret data and information to be used in the Council’s decision making processes, including determining risk, weighing up options and feasibility and recommending courses of action  Organisational skills to plan own workload, working under pressure to meet potentially conflicting deadlines | Able to use new technologies in improving services, and modernising working processes | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Detailed knowledge of the law relating to employment law  Understanding of project management methodologies and processes  Understanding of Local Authority governance processes and Constitution  Broad understanding of range of services delivered by local government to their citizens and service users  A clear understanding and knowledge of the workings of local government, including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area | Knowledge of project management techniques and their application in a business context | AF / I  AF / I  AF / I  AF / I  AF / I |
| Work Circumstances | Able to work flexibly to meet the demands of the service (including evening and weekend as necessary) |  | I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our** [**Guaranteed Assessment Scheme**](https://greater.jobs/content/13405/greater-manchester-guaranteed-assessment-scheme) **and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.**