

JOB DESCRIPTION

Post Title: Senior Lawyer	
Department: Corporate Core	Post No:
Division/Section: Legal Services	Post Grade: 16
Location: Town Hall, Knowsley Street, Bury	Post Hours: 37 per week Monday to Friday
Special Conditions of Service: Attend at meetings as required, including occasional evening meetings.	
<p>Purpose and Objectives of Post:</p> <p>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.</p> <p>Lead and manage a portfolio of complex matters, providing expert advice and guidance to relevant stakeholder across the council.</p> <p>Work collaboratively with other staff across the council on legal project, particular those which require input from multiple legal specialisms.</p> <p>To be highly collaborative, working closely with departmental teams addressing potential compliance issues that heighten the legal risks to the council</p>	
Accountable to: Director of Law and Democratic Services/Council Solicitor and Head of Legal Services/ Head of Department	
Immediately Responsible to: Head of Department	
Immediately Responsible for: Supervision of Lawyers/Legal Officers	

Relationships: (Internal and External)

Internal – Elected Members, Chief Officers/Senior Management, Officers within all Departments of the Council and other related Council service providers e.g. ALMO's, LATCO's, schools, etc

External – Solicitors in private practice, Counsel, Government Departments, Other Local Authorities, Court Officials, Members of Parliament, Members of the public and Outside Agencies and Professional Bodies, Medical and other expert witnesses; other professional persons.

Control of Resources:

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:

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 up to and on occasion in excess of £10,000,000.

Duties and responsibilities

- To contribute to the Council's corporate strategic priorities and the legal direction of the team, ensuring that priorities are met.
- Provide significant input into the development and implementation of legal compliance policies and procedures.
- Counsels colleagues and develops appropriate relationships across other departments as well as externally, to ensure the best outcomes are delivered
- To work with the other team members in identifying and implementing improvement to services and making the most of resources.
- To actively contribute to the professional development of the service and have a proactive and positive manner.
- To support Legal Services by helping to build and maintain excellent client relations acting as a role model to achieve service and Council wide objectives.
- To deliver high quality and value for money legal services.
- To assist with the other work within the team as required.
- To work on effective relationships to get the best results.
- To provide departmental officers with expert legal advice on applicable laws and the interpretation of legal documents in a manner that supports a practical legal approach and manages risk.
- To provide recommendations for addressing critical legal and policy issues in order to ensure that the councils legal and business objectives are met.
- To identify legal issues and risks and providing analysis and resolution to such matters.
- To provide effective representation on complex legal work on behalf of the Council, and, where appropriate, to external bodies.
- To lead and support junior staff in undertaking their role.
- To manage a personal caseload of legal work relevant to the team and areas of law and legal practice based on transactions of high value, complexity and/or of major significance/importance.
- To provide timely, high quality and accurate legal, tactical and strategic advice.
- To use advanced analytical skills to interpret complex information to identify legal issues, risk and other implications for clients.
- To communicate both verbally and in writing to a consistently high standard with the ability to translate and present complex legal advice in a way that can be clearly understood by a variety of audiences.
- To demonstrate exceptional negotiating and influencing skills to achieve the best possible outcomes for clients.
- To be solution focussed, always looking positively for ways in which the clients' desired outcomes can be achieved.
- To research law and procedure to a high professional standard and keep ahead of legal developments, ensuring that all advice is in keeping with the latest developments in law.

- To demonstrate highly competent legal skills such as communication, drafting, reviewing, negotiating and interpreting a wide array of documents.
- To effectively deal with clients, legal management and legal matters, as required.
- When required by the Council Solicitor or Head of Legal Services, to draft Cabinet/Committee reports prepared by instructing departments and/or related Council service providers and advise on any legal issues arising there from.
- To act as a point of reference and give professional advice, training and supervision to other team members within the team.
- Develop, deliver and implement training courses as to the law and practicalities of application for staff across the council.
- Comply with quality systems adopted by the Legal Services Team.
- Conduct cases within Case Management Software System operated by the Legal Services Team.
- To have personal commitment to continuous self-development and service improvement.
- Undertake continuing professional development as required.
- Assist the Council Solicitor and Head of Legal Services with the recruitment and selection of staff.

Job Description prepared by:	Sign:	Date:
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR CORPORATE CORE**Senior Lawyer**

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Solicitor, Barrister or CILEx Lawyer with relevant practice rights and valid practising certificate.	x	
Extensive experience of handling and prioritising a full 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	
Experience of advising preparing and conducting proceedings, as appropriate.	x	
Previous experience of working as a lawyer	x	
Demonstrable experience of supporting junior members of staff		x
Exceptional communication skills both written and verbal	x	
Extensive knowledge of law, legislation and application relevant to area of specialism	x	
Excellent IT skills and experience of using case management systems.	x	
Ability to formulate and maintain strong working relationships across other departments	x	
Strategic and creative thinker with the ability to challenge appropriately.	x	
Strong people management skills		x
Able to coach within and outside your team.		x