

## Role Description

Post Title: Legal Officer

Grade: 6

Post No: KL0008

Department: Legal and Governance

Reports to: Principal Legal Officer

Responsible for: N/A

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## Purpose of role

We are seeking to appoint a Legal Officer to join our busy Legal team on a full-time, permanent basis. Ideally candidates will be Solicitors, Chartered Legal Executives or paralegals/lawyers with a good understanding of local government law. The role demands a dedicated, detail-oriented professional with excellent teamwork and communication skills. A commitment to equality, diversity and exceptional customer service is essential together with a willingness to work hard and learn new areas of law as part of continuous profession development.

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## Responsibilities

- Carry out debt recovery on behalf of the Council including the enforcement of judgments and orders.
- Draft and review contracts, agreements, legal notices and advise on procurement matters.
- Advise on Data Protection and Freedom of Information issues.
- Deal with planning and licencing matters including enforcement action.
- Oversee standard property transactions including leases, licences, acquisitions and disposals, engaging external legal support as required.
- Conduct the Council's legal affairs, including representation at Courts, Tribunals and, where necessary, to instruct Counsel and external legal support.
- Attend and advise at council committee meetings and other miscellaneous legal and governance related meetings and groups.

## **Other Duties**

- Undertake any other duties commensurate with the grade of the post.
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## **Relationships**

- Client departments and instructing officers
- Elected Members
- Third party stakeholders including the Courts, Tribunals, Information Commissioner, Ombudsman and external lawyers/consultants

## **Generic responsibilities**

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To work collaboratively with Council colleagues as and when required.
- Behave in accordance with the Council's Constitution and Code of Conduct.
- To comply with the Council's Policies.
- To undertake continuous professional development and training as required in order to achieve and maintain the competencies required for this role.

This post is not subject to Disclosure.

## **General Statement**

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

- Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.

## Person Specification

Post Title: Legal Officer

Post Number: **KL0008**

<b>Experience</b>	E=Essential D=Desirable	Identified by
Experience working in local government or the public sector.	D	Application & Interview
Experience of drafting legal documents such as contracts, agreements, notices and court materials (e.g., witness statements).	D	Application & Interview
Experience of working in a multi-disciplinary environment undertaking a range of duties.	D	Application & Interview
<b>Knowledge</b>	E=Essential D=Desirable	Identified by
Good knowledge of civil and criminal litigation within local government regulatory law.	D	Application & Interview
Good knowledge of Debt enforcement and recovery	D	Application & interview
Good knowledge of local authority land law and landlord and tenant law.	D	Application & interview
Awareness of political dimension	D	Application & interview
<b>Skills and Abilities</b>	E=Essential D=Desirable	Identified by
Ability to interpret legislation, policy and guidance to provide safe and legal advice and assistance.	E	Application & interview
Ability to analyse, problem solve and develop creative and innovative solutions	E	Application & Interview
Strong IT skills, including MS Office and HR systems.	E	Application & Interview
Strong organisational skills and attention to detail.	E	Application & Interview
Ability to communicate clearly, professionally and empathetically with senior staff, elected officials, colleagues and external stakeholders.	E	Application & Interview
Able to produce accurate documents to a high level.	E	Application & Interview
Commitment to attend committee meetings in evenings and outside general working hours.	E	Application & interview

<b>Qualifications</b>	E=Essential D=Desirable	Identified by
Solicitor (with current Practising Certificate), Fellow of the Chartered Institute of Legal Executives or paralegal/lawyers with equivalent knowledge and skills (preferably with a law degree).	E	Application
<b>Other Circumstances</b>	E=Essential D=Desirable	Identified by
General understanding of employees' responsibilities in terms of Health and Safety at work.	E	Application
A commitment to developing and maintaining high levels of customer service in accordance with the Council's Customer Service Standards	E	Application
A commitment to personal development	E	Application
Ability and willingness to demonstrate the council's values and behaviours	E	Application
Regular and Reliable Service	E	Application