

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Group Solicitor (Family) |

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| **Directorate:** | Resources | **Division/Section:** | Legal & Democratic Services Management |
| **Grade:** | SM2 | **JE Reference:** | 3005 |

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| **Job Purpose:** |
| To lead and manage the Legal Services Family Team and to undertake and advise upon complex Family Court work and ancillary Family Law related matters. |
| **General Responsibilities:** |
| Contribute to the strategic direction of the service, find practical solutions and decide how to deliver the service’s objectives.  To be responsible for the service plans of the service(s), regularly evaluating progress and taking appropriate actions. Responsible for relevant KPI and local service standards.  To be responsible for implementing corporate initiatives and ensure they are embedded in the service(s)  To be responsible for authorising spend from significant budgets and assisting with the budget setting process. Monitor the budgets and advise senior management of budget issues and demonstrate value for money service(s) delivery.  To be responsible for good employee relations within the service(s), including effective consultation, negotiation and conflict resolution.  To ensure the effective deployment of the workforce within the service and foster a high-performance culture.  To ensure effective working relationships with other service managers across the directorate and the Council to deliver our corporate objectives.  To contribute to the overall management of the division/group. |

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| **Key Tasks:** |
| 1. To advise the Council, through its officers, directorate and committees, and any other clients, on legal matters primarily, but not exclusively, relating to family law, police disclosure applications and school appeals, including attendance at evening meetings as required. 2. To advise and attend or ensure attendance by team members at legal planning meetings and ensure compliance with the Public Law Outline. 3. To attend Committees, Working Groups and other meetings with Members as may be required and provide advice and assistance as necessary to enable the Council to operate efficiently within legal requirements. 4. Advocacy, personally and through Counsel, at Court, Tribunals and elsewhere. 5. To draft and settle legal documentation. 6. To conduct litigation. 7. To give clear management guidance and assistance to all team members in respect of areas of expertise specific to the postholder and to assist and cover for other team members as necessary. 8. To manage staff and resources as they are assigned. 9. To set up systems to implement legal powers and functions within the Authority. 10. To ensure compliance with and fulfilment of the postholder’s professional obligations (training, conduct, etc.), as a legal practitioner and to perform PPF (annual appraisals) and supervision of officers within the Family Team. 11. To maintain up-to-date knowledge of the relevant law and advise the team of any implications for their work. 12. To undertake such other legal and administrative work as may be allocated, including assisting other teams as necessary and representing the Director of Legal Services and Assistant Borough Solicitor when required at high level meetings both inside and outside the Authority to ensure the provision of comprehensive legal services to the Council as a whole. 13. With the Director of Legal Services and Assistant Borough Solicitor, participate in the formulation of detailed Section objectives and policies and ensure the effective and efficient implementation of Council policies and the achievement of Council objectives, including financial ones. 14. To present and participate in training to all departments of the Council including Members. 15. To ensure that the Section’s services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively in accordance with statutory obligations. 16. To assist as required in Performance Reviews of Legal Services to ensure that legal services are delivered efficiently and cost effectively. 17. To participate as a senior officer in the Section's Legal Management Team. 18. To provide such other duties commensurate with the grading of the post as the Director of Legal Services and Assistant Borough Solicitor, from time to time may decide. |

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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 service, the division, the council, partners, trade union representatives, elected members, inspectors, external organisations and the public |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:** | Director of Legal Services/ Assistant Borough Solicitor |
| **Responsible for:** | Staff in the Legal Services Family Team and supporting BSU |

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| **Special Conditions:**  Politically restricted |

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| **Values and Behaviours:** |
| By living our Values and Behaviours we will deliver the change we need to meet our Corporate ambitions for Oldham.  **Our Values:**  **Proud**  We take pride not only in what we deliver for the residents of Oldham but also in how we deliver it.  **Ambitious**  We recognise the challenges we face and are committed to setting high aspirations to overcome them, with determination and focus.  **Together**  We believe in shared solutions, working across sectors and with our communities to achieve common goals and deliver the quality services Oldham deserves. |
| We have **five 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 about our Corporate Plan and our Values and Behaviours can be found on our Greater. Jobs pages together with information about the staff benefits we offer. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** |  |  |  |
| **Reviewed** |  |  |  |
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**OLDHAM COUNCIL**



**PERSON SPECIFICATION**

**Job Title:** Group Solicitor (Family)

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Evidence of continued professional, managerial and personal development  Qualified Solicitor or Barrister  Member of Professional Body/ Law Society |  | AF  AF  AF |
| **Experience** | Post Qualification Experience of Family Law Proceedings including undertaking advocacy in contested Hearings and undertaking complex Family Court Proceedings  Experience of motivating and managing a team, including change management, having input into organisational development programmes and effective working with staff.  A proven record of establishing a positive performance culture that has delivered effective performance and continuous service improvement  Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities and assisting with setting budgets  Experience of managing and successfully delivering projects |  | AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Able to be creative and think through issues and problems through the use of theoretical, conceptual and technical knowledge to find practical solutions  Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary  Effective presentation, communication advocacy and interpersonal skills and ability to apply these effectively to a variety of audiences including Courts, panels and Tribunals.  Ability to cope with sensitive, emotional issues and maintain confidentiality  Ability and willingness to implement Practice Management Standards.  Ability to use ICT including Microsoft windows; word, excel, outlook  and ability to use Legal Services Case Management Systems and interpret management data to supervise staff | Able to use new technologies in improving services, and modernising working processes | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | An understanding of the issues and challenges facing the Service both operationally and strategically  Knowledge of key national policy drivers, Legislation and broader influences related to the role  Knowledge of project management techniques and their application in a business context  A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area |  | 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 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 who have served in the Armed Forces as a regular, reserve or cadet.**