

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE : CORPORATE
SECTION : Legal Services (Litigation)
LOCATION : Number One Riverside, Rochdale
JOB TITLE : Legal Officer
Grade : 7
Accountable to : Senior Litigation Lawyer / Solicitor
Accountable for : ---
Hours of Duty : 37 per week, worked in accordance with the Service's Work Life Balance Scheme

Any Special Conditions of Service The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

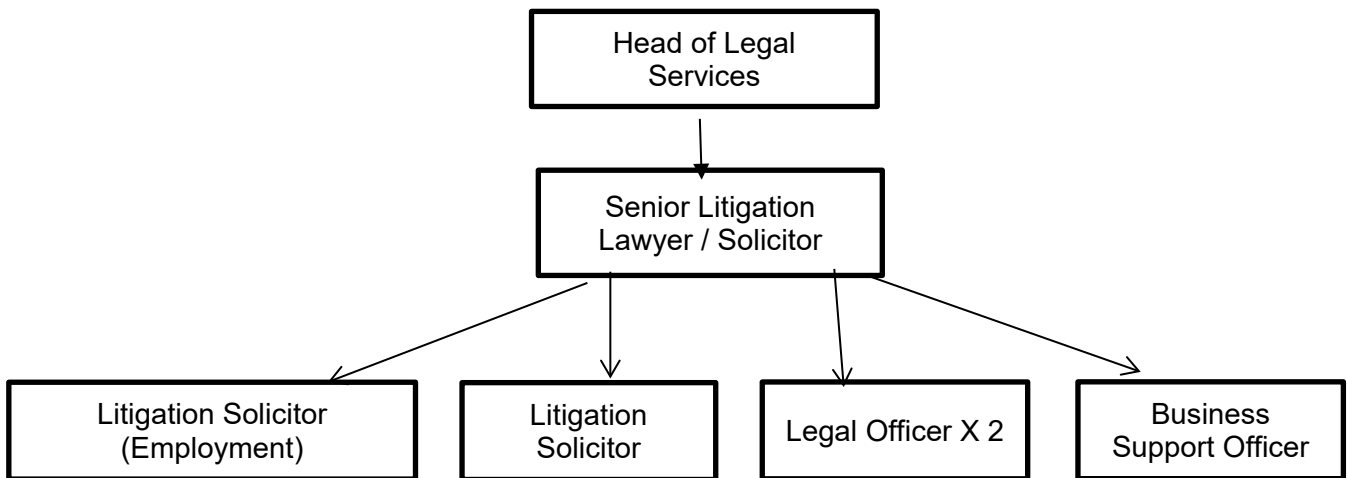
Casual user Car Allowance

Attendance at meetings which will be compensated in accordance with Local Conditions of Service.

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATION CHART



Purpose and Objects of the Job

To provide an effective, efficient and professional in-house legal service to the Council.

To provide in-house legal support to the Council in relation to civil and criminal litigation, licensing, employment and miscellaneous legal work.

CONTROL OF RESOURCES

Financial

- To negotiate settlements and make any payments required.
- To negotiate and arrange payment of Counsel's fees on behalf of the Authority.
- To agree, if necessary by assessment, and arrange payment of any costs awarded against the Council.
- To pay Court, witness, experts and other fees.
- To record time for the purposes of charging and trading accounts.
- To deal with the receipt of and making of payments.

Equipment/Materials

Responsible only for that equipment used by the postholder, although may recommend the purchase of items, if necessary.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with Council policies and procedures.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

- | | |
|-----------|---|
| Internal: | <ul style="list-style-type: none">• All staff within Legal Services• Officers of other Service Areas• Members of the Council |
| External: | <ul style="list-style-type: none">• Officers of the Court / Tribunal / Coroners Service• Counsel/Counsel's Clerks• Parties to proceedings (including their representatives)• Officers of Government Departments and Agencies• Members of Parliament• Other Local Authorities and Public Bodies• Members of the public |

Responsibilities

The postholder must -

1. Perform his or her duties in accordance with all Rochdale Council's Policies including Equality and Diversity Policy.
2. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is demonstrated.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal duties (Litigation)

1. Preparation of cases to be dealt with in the Civil Courts, including injunctions, proceedings for the recovery of debts and landlord and tenant matters including arranging and participating in telephone conferences and representation at Court.
2. Preparation of cases to be dealt with in the Criminal Courts, including prosecutions for environmental protection, housing standards, education welfare, anti-social behaviour, trading standards, fraud and other regulatory matters.
3. Dealing with traffic regulation orders.
4. Analysing and advising upon evidence in respect of both civil and criminal matters, drafting summonses/informations, statements of case, originating applications and attending pre-hearing meetings to advise.
5. Undertaking advocacy at the County Courts, Magistrates' Court or Tribunal, including preliminary hearings, interim applications and trials.
6. Carrying out research and giving advice at the appropriate level to all Council services.
7. Complying with Court directions in a timely and efficient manner.
8. Attending and participating in mediation meetings
9. Preparing briefs for Counsel to attend Court / Tribunal Hearings and Public Inquiries.
10. Attending conferences with counsel and assisting Counsel at Hearings and Public Inquiries.
11. Joint working with Solicitor on Employment Tribunal cases.
12. Joint working with Solicitor on licensing and prosecution matters.
13. Advising the Council's Licensing Office on matters relating to the Licensing and Gambling functions of the Council. Acting as Legal Adviser to Members of the Council on the Council's Licensing Sub-Committee

14. To develop or assist in the development of Council policies and procedures.
15. To keep up to date with relevant law and policy and advise Members and Officers accordingly.
16. Providing assistance to the Solicitors in Legal Services as required.
17. Such other tasks as required by the Senior Legal Officers.

Secondary Duties

To undertake such other legal work in other areas of law as may be determined by the Senior Litigation Lawyer / Solicitor and Head of Legal Services.

Job Description prepared by Jennifer Willis

Date 20th March 2024

Agreed by Postholder

Date

Supervisor

Date

**Rochdale Borough Council
Person Specification**

Service :	Corporate	Post:	Legal Officer (Litigation)
Section :	Legal Services	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing to attend meetings out of normal office hours where necessary?	E	I
2 Are you willing to travel where necessary?	E	I
(b) Qualifications and Experience		
3 CILEx Level 3 (or equivalent) <i>or</i> Law Degree <i>or</i> Substantial relevant experience.	E	AF / I Documents (where applicable)
4 Demonstrate your experience of one or more of the following areas and provide examples of the types of matters handled: a) Civil litigation b) Debt, insolvency and enforcement c) Criminal litigation and regulatory law d) Local government law e) Licensing f) Employment law	E	AF / I
5 Provide details of your advocacy experience in the County Court / Magistrates Court / Tribunals <i>or</i> Tell us about your willingness to undertake advocacy	E	AF / I
(c) Skills and Knowledge		
6 Tell us about your ability to communicate effectively both orally and in writing.	E	AF / I
7 Tell us about your ability to work effectively as part of a Team.	E	I

8	Tell us about your professional skills – drafting, research and advising.	E	AF / I
9	Tell us about your ability to work to consistently tight deadlines and ability to prioritise workload.	E	AF / I
10	Tell us about your willingness to take appropriate responsibility and, where relevant, to act on own initiative and to influence clients as well as working as part of a project team.	E	AF / I
11	Tell us about your experience of operating IT systems and case management systems	E	AF / I
(d) Behaviours and Values			
12	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passionate <input type="checkbox"/> Proud <input type="checkbox"/> Pioneering and Open <p>Tell us about a time where you were passionate, proud or pioneering in a work setting.</p>	E	I