**GOVERNANCE Service Area**

**Legal Services**

# JOB DESCRIPTION

**Job Title:** Principal Lawyer – General Law

**Service Unit:** Legal Services

**Service Area:** Governance and Resources

**Grade:** L - £57 763 - £64 211

**Job Purpose**

To provide and ensure the provision of general legal advice, representation and assistance and undertake legal casework including academies, pre and post litigation matters arising from a variety of Council activities, including prosecutions, adult social care, property, planning, employment and other inquiries, inquests, and tribunals.

To undertake the duties of the post in a positive manner to achieve the policy objectives of the Council and to ensure that Legal Services provides an excellent and highly professional service within those policy objectives.

**Main Duties and Responsibilities:**

1. To manage and supervise the litigation caseload together with a small team of general lawyers and officers, and to personally undertake the more complex casework on a range of civil, tribunal and criminal litigation cases, together with routine casework as required;
2. To undertake legal work on a range of local government issues, including for example, statutory orders and miscellaneous environmental matters, adult social care and education, including academies and committees;
3. To undertake advocacy at all levels of Courts, Inquiries and Tribunals as appropriate;
4. To provide a full range of professional legal advice and services to the Council on all aspects of the Council’s activities as required;
5. To liaise with senior officers to ensure a responsive and cost-effective service is provided;
6. To keep up to date with developments in local government and the law which are relevant to the post;
7. To use appropriately, information and communications technology of Legal Services when carrying out work, including the Service’s case management and bundling system;
8. To present training courses and services to staff in Legal Services and other Services and Members of the Council as required;
9. To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of continuous improvement and best value;
10. To maintain and follow appropriate office procedures and to provide relevant statistical and management information as may from time to time be required;
11. To support and cover for other staff, to manage/supervise other staff as may be appropriate, to participate in development appraisal reviews and identification of training needs and generally to make an effective contribution to the management and operation of Tameside Legal Services; and
12. To undertake such other duties within Legal Services as from time to time may be required which are commensurate with the grading and general character of the post.

**GOVERNANCE Service Area**

**Legal Services**

**PERSON SPECIFICATION**

# PRINCIPAL LAWYER – GENERAL LAW

**A. EDUCATIONAL STANDARDS/QUALIFICATIONS**

1. Substantial post qualification as a solicitor of the Senior Courts (or equivalent) Essential

2. Relevant training Desirable

**B. EXPERIENCE**

1. Substantial previous work experience as a “practising” lawyer Essential

2. Significant experience of advocacy before Courts/Tribunals/Inquiries Essential

3. Experience of advising local authorities Desirable

4. Experience of supervising/managing staff Desirable

**C. KEY SKILLS**

1. Ability to work under pressure Essential

2. Ability to communicate clearly both orally and in writing Essential

3. Ability to organise and prioritise workloads Essential

4. High level legal skills Essential

5. Ability to work and apply the law in a practical and effective way Essential

6. Ability to adapt to and take on new areas of work Essential

**D. KEY KNOWLEDGE**

1. Substantial knowledge of Litigation procedures generally Essential

2. Good working knowledge of two or more of the following areas of law:

Public law/prosecutions /education/planning/adult social care/employment Desirable

**E. KEY APTITUDES AND PERSONAL QUALITIES**

1. Confidence Essential

2. Good interpersonal and customer care skills Essential

3. Understanding and awareness of equality issues Essential

4. Commitment to modern local government Essential

5. Commitment to continuous improvement and improved service delivery Essential

6. IT literate Essential

7. Flexible and can-do approach Essential

8. Resilience Essential

**For Information:**

Essential Requirement without which the candidate would be unable to carry out the duties of the post.

Desirable features are those which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience.