



Your job

Job Title: Lawyer - Place

Service: Finance and Legal

Grade: 8

Reporting to: Group Lawyer - Place

As a lawyer – Place you will report to the Group Lawyer – Place and be part of a client focussed and outcomes driven legal and democratic function.

The team operates in the areas of law of Land and Property including property related housing, Major Projects and Regeneration, Contracts and Procurement.

You will work closely with clients to assist them in the delivery of their service objectives and priorities, providing advice, support and assistance to client officers, Elected Members, Partner Organisations and other key stakeholders from across the public and private sector.

The team advises, prepares and conducts proceedings, acting as an advocate for the Council at court, tribunals, inquiries and legislative hearings as appropriate.

You will work collaboratively with colleagues across the Division to provide a high quality, efficient and professional legal and democratic service, with the delivery of service objectives, client satisfaction and performance targets.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

On an ongoing basis within the areas of law of, Land and Property including property related housing, Major Projects and Regeneration, Contracts and Procurement you will:

- Handle a personal legal caseload
- Draft legal documents engaging in negotiations with parties as appropriate
- Advise, prepare and conduct proceedings on behalf of the Council. Acting as an advocate for the Council at court, tribunals, inquiries and other statutory and legislative hearings as appropriate
- Attend meetings with committees, panels and officers advising on legal matters
- Provide legal advice to clients to assist them in the delivery of their objectives and priorities
- Deliver a service which provides value for money, is efficient and has high levels of service delivery
- Improve the knowledge of officers and Elected Members by giving advice, guidance and production of briefing notes
- Liaise with key stakeholders on the delivery of services
- Contribute to quality assurance policies and procedures within the service
- Maintain and update appropriate systems
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Admitted Solicitor entitled to a current practicing certificate (the qualification of Barrister or Legal Executive is an acceptable alternative)
- Post qualification experience in at least one area of law from the list below:
 - Land and Property including property related housing
 - Major Projects and Regeneration
 - Contracts and Procurement
- Experience of providing legal advice to assist and guide clients when making decisions
- Experience of drafting legal documentation engaging in negotiation with parties as appropriate
- Experience of advising, preparing and conducting proceedings as appropriate
- The ability to act as an advocate for the Council at court, tribunals, inquiries and other statutory and legislative hearings
- The ability to manage the instruction, use and involvement of Counsel and external lawyers in appropriate cases
- Experience of dealing with a caseload within the areas of work listed above with appropriate supervision
- The ability to operate in pressurised and deadline driven environment
- Be able to represent the service and the Council at local level
- The ability to be positive, accountable and courageous in delivering the service priorities and clients objectives
- Well-developed skills to influence and persuade decision-makers using written and verbal reasoning which is based on fact
- A commitment and understanding of diversity and equality

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”