



JOB DESCRIPTION

1. **Directorate** One Legal
2. **Post Title** Senior Lawyer
3. **Post Number**
4. **Post Grade** I
5. **Section** One Legal
6. **Responsible to** Head of Law/Chief Planning Advocate (as allocated)
7. **Responsible for** Lawyer(s)/Senior Legal Assistant(s) (as allocated)
8. **Politically Restricted** Yes
9. **Main Purpose of Job**
 - 9.1 To contribute to the effective operational management of One Legal in order to deliver a high quality and cost-effective legal service.
 - 9.2 To provide high quality pro-active legal advice, assistance and support to clients and their service areas including cases/projects of high complexity and/or substantial corporate importance in the areas of law and practice included in Appendix A
10. **Specific Duties**
 - A Client Care**
 - A1 Act as a principal point of contact for clients for the primary areas of responsibility
 - A2 Ensure the highest standards of client care for the primary areas of responsibility by monitoring service quality, consulting with clients and delivering continuous improvement to service provision
 - A3 Build constructive relationships with client officers, elected members and corporate colleagues to the benefit of One Legal and the corporate whole
 - A4 Engage effectively with all clients and customers in order to understand their service requirements and to deliver on them
 - A5 Ensure that client confidentiality is maintained at all times
 - B Management & Supervision**
 - B1 Provide effective management of such other staff as allocated to ensure effective service delivery
 - B2 Undertake effective supervision of such legal staff as allocated to ensure a high standard of legal work
 - B3 Set high professional standards ensuring they are met, improving individual performance and challenging unacceptable performance where necessary

B4 Ensure all HR policies and One Legal processes in respect of management and supervision are applied fairly and consistently

C Professional/Technical

C1 Provide a high standard of legal advice and work at all times

C2 Keep up to date with all legislation, case law and best practice to assure the quality of legal advice and support to clients

C3 Ensure compliance with all relevant professional standards

C4 Identify matters which have corporate governance, propriety or probity implications and report them to a Head of Law (and the Monitoring Officer where appropriate)

C5 Undertake original drafting of complex legal documentation for the areas of responsibility set out in Appendix A

C6 Represent, promote and defend client interests in courts, public inquiries, tribunals or other forum for the areas of responsibility set out in Appendix A

C7 Draft reports and provide legal implications and advice on reports taking in to account the constitutional, risk and corporate governance context

C8 Attend such meetings (including committees and cabinet) as are allocated to give legal and procedural advice and support

C9 Ensure that risk and conflict of interest is constantly monitored in respect of all casework in accordance with One Legal procedures

C10 Monitor the progress of work against relevant standards and timescales and ensure that performance standards and targets are met

C11 Work cost effectively utilising information technology and legal assistant and para legal support as appropriate

D General

D1 Ensure compliance with the Data Protection Act, Human Rights Act, Equality Act, Regulation of Investigatory Powers Act and any related guidance

D2 Comply with all corporate policies and rules, including those relating to equal opportunities and risk management

D3 Ensure that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and that duties are pursued in a safe manner with due regard to the health and safety of the post holder and others

D4 Ensure compliance with One Legal and all relevant corporate values

D5 Work to all One Legal office procedures and practices (including case management and time recording systems)

D6 Participate in the development of such corporate projects as may be required

D7 Work effectively and proactively to ensure income generation opportunities are maximized

D8 Undertake any other duties assigned from time to time which are appropriate to the grade and character of the post

Note Job descriptions are subject to review and possible change on an ongoing basis to reflect One Legal and corporate requirements

Post holders are required to attend the offices of the partner councils including those of their clients and stakeholders to meet service requirements

Post holders will be required to substitute for each other in relation to meetings attended, tasks requiring completion, providing advice, etc. as required by service needs taking into account professional competence of the individual concerned

Appendix A

Primary Areas	Secondary Areas
<ul style="list-style-type: none">• Litigation and Advocacy (civil)• Information Management (Inc. FOI, EIR and GDPR)• Employment	<ul style="list-style-type: none">• Litigation and Advocacy (criminal)• Public Protection (Inc. Anti-Social Behaviour Work, Licensing and Housing)• Regulatory advice