

Job Description

Job Title: Corporate Governance Lawyer

POSCODE: CCC2824

GRADE: P5

Overall purpose of the job

Responsible for the delivery of specialist complex legal advice to clients, including officers in the council, the Council, committees, other council bodies and elected members. Ensuring the principles of good governance in decision-making are met in accordance with the regulatory framework.

To provide high quality legal advice to ensure that the Council complies with the statutory framework and meets the Council's statutory and contractual obligations. Provide legal advice on complex local authority governance and public law issues, including advice on risk and case management strategies.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To provide expert advice and support to the Service Director (Legal and Governance) and Monitoring Officer in the discharge of their statutory functions and to act as Deputy Monitoring Officer.
2.	To provide legal advice in response to queries raised by officers or councillors, and in particular legal governance advice, and to write and provide legal comments on reports to Committees, elected members, council and Corporate Leadership Team.
3.	To assist the Monitoring Officer when required with regard to corporate governance and standards matters, to include, but not limited to constitution queries and review, report writing and procedure and standards complaints.
4.	Undertaking legal research on questions arising from the work of the Council including, where necessary, briefing counsel and/or consultants and instructing experts.
5.	Attending and providing legal advice to meetings, working parties and groups, and council Committees, in matters relating to the work of the team.
6.	Delivering high-quality legal advice and all other commensurate legal practices to elected members, officers and CCC clients that comply with the statutory framework and meets the Council's statutory and contractual obligations.
7.	Supervising high profile litigation or other matters where they impact on the corporate governance of the authority.
8.	Specifically advising on governance issues, aspects of the Council's constitution and associated protocols, updates to these, and training for officers and members.

9.	Determining the effect of new legislation and advising specifically on the impact of new legislation on the delivery of the Council's services or functions. To provide briefings on developments in the law to councillors and officers within the council.
10.	Devising and implementing new or updated methods, forms and processes as required by new legislation or guidance, revised council policy or as a result of other changes occurring. This will include producing content for the Council's intranet and website pages.
11.	Providing responses to freedom of information, environment information and subject access requests, requests from Members of Parliament and in response to Ombudsman, Information Commissioner or other regulatory complaints and providing legal advice and assistance to other officers dealing with these matters.
12.	To represent CCC at external meetings where needed.
13.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
14.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
An admitted Solicitor of England and Wales, with a current practising certificate or eligible to apply for a practising certificate, with 5 years relevant post admission experience or a Barrister called to the bar of England and Wales with 5 years post call experience or a Fellow of the Chartered Institute of Legal Executives with a current practising certificate or eligible to apply for a practising certificate and with 5 years relevant post qualification experience	Essential
Evidence of continuing professional development	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Corporate governance legal practice	Extensive post qualification practice experience in the field of corporate governance	Essential
Comprehensive knowledge of practice areas	Practical understanding of data protection and information governance and advising on public law in areas including highways and planning, contracts, education, social care, health or social care.	Essential
Comprehensive knowledge of human rights and equalities legislation	A thorough, comprehensive and practical understanding of public law principles and the impact of human rights and equalities legislation	Essential
Skills		
Interpersonal Skills	Confident to present advice, reports and verbal accounts clearly and credibly to senior officers, members and external stakeholders	Essential
Motivation and Resilience	Able to remain composed under pressure High motivation and personal drive, resilient and demonstrating highly developed emotional intelligence and self-awareness.	Essential
Analytical skills	Ability to analyse complex information and produce credible and pragmatic advice which can be confidently acted on.	Essential
Politically aware	Ability to engage effectively with different customers/clients including senior staff and councillors demonstrating an awareness of	Essential

Identify	Describe	Essential/ Desirable
	the political context in which the council operates.	
Decision Making and initiative	The ability to act decisively and authoritatively within the context of an ability and use of initiative to achieve deadlines and manage conflicting priorities.	Essential
Flexibility and Adaptable	Adapts to changing demands and demonstrates flexibility to take on new areas of work including an ability to get up to speed quickly and effectively.	Desirable
Technologically astute	Ability to use a range of information and communication technology effectively and an ability to manage any confidentiality and data protection issues appropriately.	Essential
Experience		
Providing expert local government legal advice	A solid track record of providing legal advice and support to senior leaders and decision makers at a high level	Essential
Experience in operating in politically sensitive environments	Operating at a high level with a proven track record within local government	Essential
Relationship building and negotiations	Success building and maintaining effective relationships with stakeholders, colleagues, clients and external contracts and in negotiating with relevant contacts	Desirable
Experience working in a local government	Understanding of the role of legal services and how they can contribute to the achievement of corporate priorities	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

	None	Standard
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What disclosure level is required for this post?	Enhanced	Enhanced with barred list checks
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Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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