**Job Description and Person Specification**

**Senior Lawyer (People)**

**Senior Lawyer (Place)**

**Senior Lawyer (Corporate)**

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| **Purpose & Impact:** |

* To assist in the provision of a Legal Service providing legal advice and assistance to the Council.
* To deputise for the relevant Principal Lawyer as required.
* To work collaboratively with all members of the Law and Governance Service to deliver excellent quality services across the full range of functions provided by the legal service.

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| **Accountable to:** |

This post is accountable to the relevant Principal Lawyer.

The post sits within Law and Governance, part of the Corporate Services Directorate in West Northamptonshire Council.

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| **Responsibilities:** |

**Tasks and Responsibilities of Senior Lawyer:**

1. To provide legal advice and representation on a variety of matters within the designated legal team to Members and Officers of the Council and their service areas.
2. To provide legal advice and to contribute to the major project work of the Council within the remit of the designated legal team.
3. To conduct and manage a wide-ranging caseload of complex legal work and to prepare and draft complex legal documents as required in an efficient, effective and timely manner.
4. To prepare instructions and briefs to Counsel / external legal advisors.
5. To attend ad-hoc Council, Cabinet, Committee, Sub-committee, working groups and panel meetings to provide legal, procedural and constitutional advice as required.
6. To deputise for the Principal Lawyer and assist in the management and supervision of the designated legal team as required.
7. To identify and implement developments in areas of practice including cascading those developments to officers within the legal service.
8. To deliver training on areas of practice to departments / directorates across the Council.
9. To promote a positive image of the Council.
10. Keep up to date on relevant new legislation, case law, codes of practice, guidance and policy.
11. To build and maintain good working relationships with fellow officers and foster partnership working with external partners / agencies.
12. To contribute to the development of a customer focused legal service.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. Demonstrate awareness / understanding of other people’s behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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| **Person Specification:** |

The requirements for the role are outlined below and will be part of the selection process.

Each of the criteria listed below will be measured by the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D)

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

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| Identify | Describe | Essential/Desirable | Measured by |
| **Qualifications** |  |  |  |
| Legal Qualification | Solicitor of the Supreme Court of England and Wales or Fellow of the CharteredInstitute of Legal Executives or a demonstrable level of relevant equivalent experience. | Essential | A and D |
| **Knowledge** |  |  |  |
| Local Authority | Knowledge of the legislation governing Local Government | Essential | A and I |
| Designated legal team knowledge | Knowledge of the legislation governing the service specific areas of the designated legal team. | Essential | A and I |
| **Skills and experience** |  |  |  |
| Communication skills | Highly developed written and oral communication skills | Essential | A and I |
| Research Skills | Excellent research skills to effectively and confidently advise on a wide variety of legal issues. | Essential | A and I |
| Advising Experience | Post qualification experience in providing legal advice, representation and undertaking legal work in complex areas of law. | Essential | A and I |
| Working under pressure | Experience of working well under pressure to agreed objectives / targets | Essential | A and I |
| Committee Representation | Experience of providing advice to Committees, Boards, Courts or relevant comparable alternative. | Essential | A and I |
| Project Experience | Experience of working as part of a professional team in the delivery of a major project. | Desirable | A and I |
| Management Experience | Experience in the supervision, development and management of people and resources. | Desirable | A and I |

* Within the flexible / agile working model there are **four clearly defined worker types**. Your worker type is determined by your **job role**.
* Your line manager will inform you which worker type your job role falls under. This is something you will continue to discuss with your line manager as we embed this culture across our organisation.