

JOB DESCRIPTION



Local Government Lawyer – Level 1

Service Area
Legal Services

Manager/Team Leader
Legal Services Manager

Direct reports
N/A

Total Managed
N/A

Purpose of the Role

To provide effective legal advice, draft legal documentation and provide Client support and representation upon the full range of matters handled by legal services.

Key Result Areas

1. To assist the Legal Services Manager in delivering Legal Services to the Council and other local authorities, charities, housing associations and not for profit organisations.
2. To provide legal and procedural advice, draft documentation and be responsible for the conduct of a caseload of legal matters.*
3. To advise upon, prepare, draft proceedings and conduct and present legal actions in Courts, tribunals, public inquiries or other quasi-judicial forums, including as advocate, (where appropriate to the post), for the Council or external Clients, or to instruct Counsel where required.*
4. As required, to provide support and technical advice to colleagues within the Legal team as may be directed by the Legal Services Manager.
5. To assist with training to legal colleagues, Client Departments, external Clients and Members.
6. To carry out legal research and to maintain and disseminate a constant awareness of good practice and new legislation.*
7. To undertake investigations at the instruction of the Monitoring Officer in relation to allegations of breaches of the Code of Conduct or such matters as may from time to time require investigation.
8. To manage Client relationship between the Legal Service and internal Client Departments and external Clients as directed by the Legal Services Manager.
9. To undertake assignments and projects as directed by the Legal Services Manager.

10. To assist in the production of reports as necessary to the Council's Management Team/Cabinet/Council/Scrutiny or any other Committee or Sub-Committee as required.
11. To represent the Legal Service in relation to projects, both internal and external, as may be required to better facilitate the operation of the Department.
12. To undertake such other matters, projects or assignments as may be assigned to the post holder from time to time by the Legal Services Manager.
13. To promote and adhere to the workplace values of our organisation.
14. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
15. Any other work required and as directed within the confines of the existing grading and post.

* The complexity of these will be dependent on experience and area of specialism and level of supervision required.

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the Council:

Fairness - We respect people and treat everyone fairly

Ambition - We welcome new challenges and embrace change

Integrity - We are open and honest and listen

Resourcefulness - We strive to be efficient with our resources

PERSON SPECIFICATION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

Local Government Lawyer – Level 1				
		Essential	Desirable	How Identified
Experience/ Knowledge	Knowledge in at least one of the following practice areas:- <ul style="list-style-type: none"> • Planning • Public sector contract and procurement • Public sector housing • Criminal and civil litigation • Licensing • Property • Employment • Environmental Health • Local government 	✓		
	Post qualification experience of providing clients with advice and support in the context of the relevant specialist areas.		✓	
	Experience of Advocacy and prosecution experience (where relevant to specialist area).		✓	
	Experience of preparing and completing various types of legal documentation	✓		
	Experience of advising elected Members at Committee.		✓	
	Computer literate, including experience of working with case management systems and computerised time recording.	✓		
Qualifications	Qualification and admission as a Chartered Legal Executive, Solicitor or Barrister.	✓		
	Membership of relevant professional body.	✓		
	Driving Licence	✓		

Training	Commitment to personal development and evidence of continuing professional development.	✓		
	Information Technology, Word, Excel, Internet		✓	
Skills	Well-developed client care and file management skills.	✓		
	Comfortable working with people from other organisations and able to adopt effective behaviour to suit different situations.	✓		
	Excellent negotiation skills and ability to take a commercial and pragmatic approach.	✓		
	Excellent communication skills - ability to draft complex legal documents in clear concise language.	✓		
	Keen attention to details.	✓		
	Ability to prioritise work to meet tight deadlines	✓		
	Analytical skills – ability to analyse complex legal problems in order to give effective and comprehensive legal advice	✓		
Aptitude and Disposition	Able to take direction from senior colleagues and aware of when to seek appropriate guidance and assistance.	✓		
	Self-reliant and well organised.	✓		
	Team centred.	✓		
	Enjoys working in a challenging and changing environment.	✓		
	Helpful and co-operative approach and pro-active attitude.	✓		
	Enthusiastic and self-motivated	✓		
Personal Circumstances	Has the use of a vehicle.	✓		

JOB DESCRIPTION



Local Government Lawyer – Level 2

Service Area

Legal Services

Manager/Team Leader

Legal Services Manager

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To provide effective legal advice, draft legal documentation and provide Client support and representation upon the full range of matters handled by legal services

Key Result Areas

1. To assist the Assistant Director for Legal, Finance & Assets and Legal Services Manager in delivering that part of the Legal Service that deals with the post holder's area of specialism.
2. To provide legal, procedural and strategic advice, draft documentation and be responsible for the unsupervised conduct of a caseload of contentious and/or non-contentious matters.
3. To advise upon, prepare, draft proceedings and conduct and present legal actions in Courts, tribunals, public inquiries or other quasi-judicial forums, including as advocate, (where appropriate to the post), for the Council or external Clients, or to instruct Counsel where required.
4. As required to provide support, technical advice and to supervise the work of such other Lawyers within the Legal team as may be directed by the Legal Services Manager.
5. To prepare and provide training to legal colleagues, Client Departments, external Clients and Members within the post holder's area of specialism.
6. To carry out legal research and to maintain and disseminate a constant awareness of good practice and new legislation in the post holders area of specialism.
7. To undertake investigations at the instruction of the Monitoring Officer in relation to allegations of breaches of the Code of Conduct or such matters as may from time to time require investigation.
8. To manage Client relationship between the Legal Service and internal Client Departments and external Clients relating to the post holder's area of specialism as

directed by the Legal Services Manager.

9. To undertake assignments and projects as directed by the Legal Services Manager.
10. To produce and present reports as necessary to the Council's Management Team/Cabinet/Council/Scrutiny or any other Committee or Sub-Committee which touch upon the post holder's area of specialism.
11. To represent the Legal Service in relation to projects, both internal and external, as may be required to better facilitate the operation of the Department.
12. To undertake such other matters, projects or assignments as may be assigned to the post holder from time to time by the Legal Services Manager.
13. To promote and adhere to the workplace values of our organisation.
14. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
15. Any other work required and as directed within the confines of the existing grading and post.

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the Council:

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PERSON SPECIFICATION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

Local Government Lawyer – Level 2				
		Essential	Desirable	How Identified
Experience/ Knowledge	Specialist knowledge in at least one of the following practice areas:- <ul style="list-style-type: none"> • Planning • Public sector contract and procurement • Public sector housing • Criminal and civil litigation • Licensing • Property • Employment • Environmental Health Local government	✓		Application Form/ Interview
	Post qualification experience of providing clients with advice and support in the context of the relevant specialist areas.	✓		Application Form/ Interview
	Experience of Advocacy and prosecution experience (where relevant to specialist area).	✓		Application Form/ Interview
	Experience of preparing and completing various types of legal documentation	✓		Application Form/ Interview
	Experience of advising elected Members at Committee.	✓		Application Form/ Interview
	Computer literate, including experience of working with case management systems and computerised time recording.	✓		Application Form/ Interview
Qualifications	Qualification and admission as a Chartered Legal Executive, Solicitor or Barrister	✓		Application Form
	Membership of relevant professional body.	✓		Application Form
	Driving Licence	✓		Application Form
		Essential	Desirable	How Identified

*In order to assess this from the application form we require you to provide an example

Training	Commitment to personal development and evidence of continuing professional development.	✓		Application Form/ Interview
	Information Technology, Word, Excel, Internet		✓	App Form/ Interview
Skills	Well-developed client care and file management skills.	✓		App Form/ Interview
	Comfortable working with people from other organisations and able to adopt effective behaviour to suit different situations.	✓		Application Form/ Interview
	Excellent negotiation skills and ability to take a commercial and pragmatic approach.	✓		Application Form/ Interview
	Experience of Advocacy and prosecution experience (where relevant to specialist area).	✓		Application Form/ Interview
	Excellent communication skills - ability to draft complex legal documents in clear concise language.	✓		Interview
	Keen attention to details.	✓		Interview
	Ability to prioritise work to meet tight deadlines	✓		App Form/ Interview
	Analytical skills – ability to analyse complex legal problems in order to give effective and comprehensive legal advice	✓		Application form/ Interview
Aptitude and Disposition	Able to take direction from senior colleagues and aware of when to seek appropriate guidance and assistance.	✓		Interview
	Self-reliant and well organised.	✓		Interview
	Team centred.	✓		Interview
	Enjoys working in a challenging and changing environment.	✓		Interview
	Helpful and co-operative approach and pro-active attitude.	✓		Interview
	Enthusiastic and self-motivated	✓		Interview
Personal Circumstances	Has the use of a vehicle.	✓		Application Form

*In order to assess this from the application form we require you to provide an example