

Lawyer

JE Code: JE1668



We are dedicated, respectful, collaborative. We are Milton Keynes Council

Service: Legal & Democratic
Reports to: Principal Lawyer
Job Family: Professional & Technical
Grade: I
Political restricted: N
Date: April 2021
JE Code: JE1668

Key Deliverables

1.	To manage a caseload of medium and occasionally high level matters ensuring that all work is both of a high quality and delivered in a timely manner. All work should be undertaken with the purpose of assisting the Council to achieve its business objectives and operates within the wider policy context.
2.	Ensure the delivery of value for money services to high practice standards within a culture of continuous improvement.
3.	To provide training and guidance to the client department and legal team in their core area of work.
4.	Ensure through compliance with robust performance standards the delivery of services to best practice standards.
5.	Maintain effective working relationships with all internal Council departments and other relevant outside organisations to ensure that the Council is best placed to achieve its objectives.
6.	Through high quality service, advocacy, advice and casework to support the Council in achieving its outcomes successfully. To ensure that you have the current skills and competencies to advise on all relevant matters and that you ensure that these skills and competencies develop and adapt over time to meet future business developments.
7.	As a Lawyer to assist in supervising the advice, advocacy and casework of Trainees and Paralegals as arranged with the Principal Lawyer through supervision or other arrangements.
8.	Accountable, with the Principal Lawyer, for the delivery of key performance targets for the team.
9.	Demonstrate a personal commitment to the Council's Values and encouraging and holding to account those values throughout their team.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs

Essential Requirements (key skills, expertise & qualifications)

1.	Qualified Solicitor or Barrister (Supreme Court of England and Wales/English Bar) or Fellow of the Institute of Legal Executives or equivalent relevant qualification with relevant experience.
2.	Established knowledge of relevant local government law.
3.	Demonstrable ability to draft all necessary legal, transactional and other formal documentation.
4.	Demonstrable knowledge of researching areas of law and presenting them in clear and understandable terms to clients.
5.	Taking responsibility for delivering own work and meeting agreed work objectives, working to local frameworks and guidelines.
6.	Being part of the local and larger team and supporting these teams to achieve their work goals.
7.	Ability to act as an advocate before courts, tribunals, public inquiries or other hearings to successfully represent the Authority's position at trial or other setting dealing with contested matters.
8.	Delivering information clearly and succinctly to others in the council, partnerships, external organisations and to clients.
9.	Employing suitable interpersonal skills and being able to communicate at all levels.
10.	Being able to use numerical and statistical data accurately to influence others where appropriate.
11.	Being able to devise solutions to legal problems.
12.	Identifying and evaluating risks systematically, communicating information to enable appropriate and timely action; recognising situations where risk may be justifiable.

Job Family

Professional & Technical
Grade I



Colleagues Expectations

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Managers expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

Job Family- Professional & Technical

Role Characteristics

At this level job holders use their extensive experience and postgraduate level professional knowledge to take a lead in complex interactions with others, delivering change by evidence-based argument and persuasion. They exert professional influence on the organisational structures and procedures within their working area to enhance productivity, efficiency and customer satisfaction.

The Knowledge and Skills Required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also by a deeper understanding of the Council operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

Thinking, Planning and Communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams' composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action which they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in

written interactions, but can also be the case in face to face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

Decision Making and Innovation

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams' detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

Areas of Responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure from deadlines, interruptions or conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.