**ROLE PROFILE**

**Role Title:** Senior Lawyer

**Service Area:** Legal and Democratic Services

**Directorate:** Resources

**Accountable to:** Principal Lawyer

**Grade:** J

JE Number: JE1669 Competency Level: 3

**Purpose of job**

To provide legal legal advice and services to support the Council to deliver its objectives.

To support the Principal Lawyer in their team in promoting the Council’s Values and embedding a corporate outcome focused approach to legal work.

**Key Objectives** (list what outcomes are essential)

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| 1 | To manage a caseload of medium and 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 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 | 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.  |
| 6 | To establish and maintain a deep understanding of the client’s business needs and objectives as these evolve over time through building professional relationships, ensuring those objectives are understood and shared by colleagues. |
| 8 | As a Senior Lawyer to assist in supervising the advice, advocacy and casework of more junior lawyers as arranged with the Principal Lawyer through supervision or other arrangements. |
| 9 | Accountable, with the Principal Lawyer, for the delivery of key performance targets for the team. |
| 10 | Demonstrate a personal commitment to the Council’s Values and encouraging and holding to account those values throughout their team. |

**Scope**

People

Frequent contact with:-

Courts, solicitors, barristers, stakeholders

Corporate and Service Directors, Cabinet Members and other Councillors in relation to strategic or corporate advice, Client Department Officers, for instructions, matter liaison and, service development.

Advice and guidance on legal issues for Councillors, Officers and where appropriate individuals and representatives of other bodies.

Non-financial resources

Responsible for:-

Integrity of the case management data and the electronic document system for case load.

Financial

The post has no direct budgetary responsibility but has responsibility for ensuring best value in the provision of legal services including obtaining value for money in relation to external legal suppliers e.g. Barristers..

**Work Profile**

1. Provide legal advice and guidance to all departments in relation to legal issues particularly in relation to complex matters to assist the Council to deliver its objectives.
2. To undertake advocacy (if appropriate to work area) in all levels of Court on own matters and on behalf of the team as workload allows.
3. Take responsibility for cases from instruction through to completion to ensure successful outcome and to attend at client meetings, meetings with barristers and meetings with external solicitors where appropriate To provide clear and concise advice, both verbal and written.
4. Through case supervision, particularly where advocacy undertaken on behalf of other team members, to ensure knowledge and skill transfer to staff. To develop a culture of openness and approachability with clients and colleagues.
5. Works as a team member supporting the team in achieving its team outcomes successfully. To manage the allocated Lawyer and Paralegal (if applicable) to ensure outcomes on own caseload are achieved.
6. Communicate (both orally and in writing) with client department officers in plain English in order to give advice and guidance on legal issues and offer legal options and advice. Ensure advice is practicable and reflects the business needs of clients.
7. To complete work in a timely manner. To be accountable, with the Principal Lawyer, for team understanding that delayed or uncompleted work does not assist the council to achieve its objectives.
8. Maintain a detailed knowledge of current law and communicate it within the team. Monitor and report upon proposed legislation/case law/statutory guidance and its effects upon clients in order to ensure that the Council is acting in accordance with the law and is best placed to achieve its objectives.
9. To identify where legal changes impact on the Council and devise strategies to adapt work practices to meet challenges and maximise opportunities from legal developments.
10. Ensure compliance with and fulfilment of the post holder’s professional obligations (training, conduct etc) as a Legal Practitioner.
11. Assist the Principal Lawyer with the supervision and development of members of the team**.** To be responsible for supervision of allocated Paralegal (if applicable).

**Job Context – Structure**

**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION**  | **Examples specific to role** | **Required** | **Level** | **Method of Assessment interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant**  | **Extensive** |
| **SKILLS AND KNOWLEDGE** **Technical knowledge and qualifications**  | 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  | **X** |  |  |  |  | **CV** |
|  | Higher Rights of Audience or willing to work towards obtaining higher rights |  | **x** |  | **x** |  |  |
|  | Significant experience of providing advice in complex and novel situations and conduct of advocacy (if applicablw to work area). | **X** |  |  |  | **X** | **I / T**  |
|  | Significant knowledge of relevant local government law. |  | **X** |  | **X** |  | **I / T** |
|  | Ability to draft legal, transactional and other formal documentation. | **X** |  |  |  | **X** | **I / T** |
|  | Must demonstrate the ability to handle cases involving medium to high risk to the Council’s reputation or finances. | **X** |  |  |  | **X** | **I / T** |
|  | Undertake legal continuing professional development in line with Law Society or Bar Council requirements in order to retain Practising Certificate | **X** |  |  |  | **X** | **I / T** |
|  | Demonstrable knowledge of researching complex and novel areas of law and presenting them in clear and understandable terms to clients which allows them to understand the legal options open to them with the risks and benefits attached to each. | **X** |  |  |  | **X** | **I / T** |
|  | The role holder will be able and committed to working in a flexible manner, including unsociable hours and weekends, when the role necessitates the same.  |  |  |  |  |  |  |
| **Planning and organising work**  | Ability to work under pressure, on own initiative, independently and handle complex workloads. | **X** |  |  |  | **X** | **I / T** |
|  | Ability to devise the strategy for complex or novel matters which covers key legal principles and timescales, key officers involved, appropriate levels of senior management involvement, any communication issues, risks for the organisation, identify appropriate cost- effective, internal and external resources. Ability to ensure such strategy is executed successfully and within appropriate deadlines. | **X** |  |  | **X** |  | **I/T** |
| **Influencing and interpersonal skills** | Ability to negotiate complex matters of high value or risk, translating those matters into a action that best represents and protects the interests, desires and good governance of the Authority | **X** |  |  | **X** |  | **I / T** |
|  | Delivering information clearly and succinctly to others in the council, partnerships, external organisations and to clients. | **X** |  |  |  | **X** | **I / T** |
|  | Employing suitable interpersonal skills and being able to communicate at all levels. | **X** |  |  |  | **X** | **I / T** |
| **PROBLEM-SOLVING****Using initiative to overcome problems** | Ability to analyse difficult or unique problems; understand and apply complex legal principles to the problem; to devise a range of legal solutions including creative and/or innovative solutions, where needed, in order to produce a successful outcome which meets the Council’s objectives; to evaluate the risks and benefits to the organisation of any proposed solutions. | **X** |  |  |  | **X** | **I / T** |
| **Managing risk** | Identifying and evaluating risks systematically, communicating information to enable appropriate and timely action; recognising situations where risk may be justifiable. | **X** |  |  |  | **X** | **I / T** |
|  | Taking responsibility to minimise issues that could disrupt work, and escalate the issue where appropriate. Keeping those involved informed. | **X** |  |  | **X** |  | **I / T** |
| **Managing change** | Responding positively to change within your work area and taking responsibility for putting into practice changes which are being implemented. | **X** |  |  |  | **X** | **I / T** |
|  | Providing leadership to people in a way which motivates, supports and enables them to achieve the objectives of Milton Keynes Council’s vision and values. Demonstrating a leadership style which inspires and draws out the strengths from individuals within a team. | **X** |  |  | **X** |  | **I / T** |
|  | Establishing individual responsibility and accountability for delivery of identified priorities and objectives. | **X** |  |  |  | **X** | **I / T** |

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| **ACCOUNTABILITY and RESPONSIBILITY****Undertakes tasks without supervision** | Ability to manage other team members where allocated | **X** |  |  |  | **X** | **I / T** |
|  | Planning and organising the distribution of work; monitoring progress and quality, measuring against agreed standards, reviewing and updating in the light of developments. | **X** |  | **X** |  |  | **I / T** |
| **Managing people**  | Promote by personal example and through supervision of team members as required by case manager a culture of lesson learning and innovation and encourage the identification and uptake of best practices and standards. | **X** |  |  | **X** |  | **I / T** |
|  | Experience of identifying ways in which services can be delivered more efficiently by ensuring that the processes used, and the resources needed to apply those processes, provide the optimum route to achieving cost-effective solutions. |  | **X** | **X** |  |  | **I / T** |
| **Managing financial resources** | Ensuring targets or defined outcomes are met in order that the department meets its budgetary and/or performance management requirements. | **X** |  |  |  | **X** | **I / T** |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

**In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.**

**Other information**

* able to travel to meet service delivery requirements
* available to undertake work outside of normal working hours

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| Signed Job holder  | Signed Line Manager  | Signed Service Director  |
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| Print Job holder  | Print Line Manager  | Print Service Director  | Date |