

LAWYER

Role Profile



Title	Lawyer	
Grade	Grade I	
Reference:	C220n	
Reports to:	Senior Lawyer	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Professional	
Primary purpose of role	<p>To provide legal advice and assistance to the Council on all aspects of their respective fields (Environment, Trading Standards, Licensing, Children and Family Services, Housing, Debt Recovery, Litigation, Anti-Social Behaviour, Lifelong Learning, Leisure, Social Services, Property, Contracts, Corporate Governance, Planning, Transport and Development).</p> <p>To provide legal support and advice to all Directorates across the Council. They will offer a range of services, including in-depth legal research and advice, prosecutions, civil proceedings, legal adviser (as required) to meetings and Committee hearings.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <p>The post holder will deal with the case management in relation to their field or fields of work which may include preparation and conduct of criminal litigation and or civil litigation and or negotiating and drafting bespoke commercial agreements and documents.</p> <ul style="list-style-type: none"> Legal casework is undertaken as allocated by the senior lawyer to include general and specific advice, instructing and liaising with Counsel, professional experts and surplus to capacity partners (work sent out to private practice). The post holder must draft complex legal documents relating to their caseload. (65%) The role may include assistance with regard to witness statements and preparation of witnesses to attend Court hearings. (10%) 	<p>Role Measures</p> <ul style="list-style-type: none"> Positive feedback from Customers and stakeholders Meeting chargeable time targets Compliance with rules of relevant professional body Compliance with key legislation Compliance with legal services work instructions No Data Protection breaches Meeting targets related to the service being provided

	<ul style="list-style-type: none"> Supervisions and training is provided to Legal Assistants by way of work instructions. (20%) Supervision is also provided regarding the handling of files in the interim stages of court proceedings. (5%) 	
Key activities	<ul style="list-style-type: none"> Research, Legal Advice and Assistance: (65%) <ul style="list-style-type: none"> Legal Advisor to fortnightly committee hearings Legal Advisor to multi-agency strategic planning meetings and problem solving groups. Provision of in-depth legal advice and assistance as required. This often confirms/advises on the possible action that can be taken. Ensures legislation and statutory functions are followed so that enforcement action is correct and appropriate ensuring the Council does not act outside of its powers. Legislation often has to be interpreted together with any relevant case law Instructing Counsel to advise the Authority, ensuring Counsel has all necessary information. This advice then needs to be assimilated and forwarded to the Client department in a comprehensible format. If there are implications, financial otherwise relating to the advice then this will be highlighted Managing caseload: (5%) Management of caseload, ensuring issues are prioritised and meetings and court attendances are diarised Meetings, Committee hearings and Court hearings: (20%) Prosecution cases undertaken in both the Magistrates' Court and Crown Court are effectively managed, liaising with Court staff, defendants (or their solicitors) as well as instructing/briefing Counsel as required. Where required joint prosecutions with external agencies are undertaken these are managed and progressed satisfactorily Supervision: (5%) Supervision of Senior Legal Assistants and Legal Assistants to ensure the effective delivery of service to client Training: (5%) Act as a training provider e.g. training Elected Members new to a Committee in law and procedure as required by the Plymouth City Council Constitution Deputise for the Senior Lawyer where appropriate Undertake other duties appropriate to the grade of the post <p>Please note: percentages are estimated and may vary depending on the department and post holder's respective field.</p>	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Qualified Solicitor, Barrister or Fellow of the Institute of Legal Executives. Demonstrable understanding of primary and secondary legislation and the general law as it relates to local authorities, particularly in the field relevant to the post 	

	<ul style="list-style-type: none"> ▪ In-depth working knowledge of the legal field in which the post holder is involved with ▪ Knowledge of the Local Government Act 1972 and other legislation to ensure the authority operates within its powers ▪ Commitment to keep abreast of changes and developments in law and practice of their field and ensure that the team benefits from that knowledge. ▪ Evidence of continuous professional development and commitment to attend appropriate in-house and external courses to precipitate this
Desirable qualifications/ knowledge	Domestic Abuse Advocate post only <ul style="list-style-type: none"> ▪ Specialist Domestic Abuse qualification/accreditation which could include Resolution's Domestic abuse and/or CAADA certification or similar ▪ Specialist Domestic Abuse Risk assessment training CAADA or DASH ▪ Experience of attending and participating in MARAC meetings
Essential experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of working with quality assurance principles ▪ Demonstrable experience of personally managing legal work to a high standard of accuracy, reliability and promptitude ▪ Experience of working effectively within a team environment
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of Local Government law and practice, as this assists with the provision of a legal service to client departments and committees ▪
Essential skills	<ul style="list-style-type: none"> ▪ Highly developed verbal and written communication skills and ability to communicate effectively at all levels of the organisation; exchanging information, giving in depth legal advice and guidance to both internal and external agencies including elected members in Committee. The post holder will come into direct contact with a range of Local Government Officers, Councillors, private practice Solicitors and Barristers, Court staff, Social Workers, teaching staff and members of the public ▪ Negotiation skills are required to manage a variety of cases to negotiate on behalf of clients and with Counsel Chambers. Advocacy will be required, where necessary, or Counsel will be instructed to represent the Authority ▪ Organisation and planning skills are required in order to effectively operate a varied caseload; the post holder must prioritise their caseload with Court / Committee commitments as required. Court cases often involve a large number of Court bundles and general files, it is necessary to manage these documents and present them in a logical and easily digestible manner ▪ Keyboarding and ICT skills required to operate on line information services for the legal profession effectively, in order to acquire information on primary and secondary legislation and relevant case law. Once acquired this information needs to be interpreted and applied to the given set of facts supplied. The post holder will use keyboarding skills to draft complex legal documents, write reports, produce memos and emails

	<ul style="list-style-type: none"> ▪ The post holder will occasionally be required to carry court bundles or files when representing the Authority at Court. ▪ Concentration is required for casework management, drafting complex legal documents, researching case law, giving legal advice and guidance to Departments and Committees and delivering training to newly elected Members as well as representing the Authority in Court. ▪ The role is office, Committee and court room based. There will be occasional exposure to environments that may be unpleasant or hazardous such as court rooms where people related behaviour may be a factor.
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Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.