

Job Description

POST: Principal Lawyer (Litigation & Regulation)
POST NO: GL2007
GRADE: 13
JE REF NO. A2056
SERVICE UNIT: Legal and Democratic Services

JOB PURPOSE: To provide a proactive, high quality legal service to all clients in an efficient and timely manner dealing with a range of legal matters, principally litigation and regulatory matters for the Council.

JOB STATUS: Line Manager

RESPONSIBLE TO: Head of Legal & Democratic Services

RESPONSIBLE FOR: Senior Legal Officer and Administration Assistant

MAIN DUTIES AND RESPONSIBILITIES:

1. To undertake a wide range of legal work, including (but not limited to) Criminal and Civil Litigation, Planning, Housing, Licensing and Information Law. The caseload will include both routine and complex matters.
2. To appear on behalf of the Council in courts and tribunals in both contested and non-contested matters.
3. To provide advice, draft court proceedings and related documents for contested and non-contested matters.
4. To manage staff including co-ordinating their work. Responsibility for Personal Development Reviews and ensuring agreed training targets are achieved.
5. Attendance at Committees including the giving of legal advice and the preparation and presentation of reports (as required) .
6. To make independent decisions when necessary in relation to Court and Committee work.
7. To identify the needs of client service units and communicate in an appropriate way to ensure that progress is made in achieving the objectives of the Council or any matter in which the postholder is involved.
8. To provide advice to other Service Units and to Members on a range of legal matters.

9. To report regularly to and liaise with other Service Units on matters being handled on behalf of the Unit and to adopt a positive customer liaison and focus role.
10. To keep up-to-date with developments in the law relevant to the postholder's duties and to identify training needs for client Service Units and carry out appropriate training for these Units.
11. To undertake research of legal issues and the interpretation of new legislation, guidelines, policies etc. as required.
12. To draft a range of documentation and agreements including (but not limited to) agreements under Section 106 of the Town and Country Planning Act 1990 and traffic regulations orders.
13. To be responsible for renewing the Council's various insurance policies, handling claims and liaising with the insurers and brokers, including providing risk reports and identifying other opportunities to reduce insurance premiums.
14. To report to the Council's Risk Management Group, including collating claims statistics for reports and liaising with the insurers in relation to risk management matters.
15. To assist in the development and implementation of risk management strategies.
16. To approve invoices for the Service Unit when required.
17. To attend training identified as necessary to undertake current and future job requirement.
18. To support the development and maximise the use of electronic case management and time recording systems.
19. To undertake such other duties as may be allocated from time-to-time by the Head of Legal & Democratic Services and to deputise for the Head of Legal & Democratic Services when required.
20. Any other task or duty commensurate with your grade and qualifications as directed by the Head of Legal & Democratic Services.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the postholder's responsibilities.

Politically Restricted Posts

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

Health and Safety

Managers are required to provide a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: C Waudby

Date: July 2022

Postholder:

Date of issue:

Person Specification

POST: Principal Lawyer (Litigation & Regulation)

REF: GL2007

Selection Criteria:	Essential/ Desirable E/D	<u>Means of Assessment:</u> Application/Interview/Test/ Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. Qualified Solicitor with Practising Certificate or Fellow of the Chartered Institute of Legal Executives	E	A
EXPERIENCE		
2. At least 2 years' experience of working in a legal environment in a "fee-earning" capacity	E	A
3. Experience (to have been gained within the last 6 years) in at least 3 of the following areas: civil litigation, criminal law, employment law, licensing law (in relation to those licences which are the responsibility of the district council to administer), highways, planning and information law.	E	A/I
4. Advocacy experience (to have been gained within the last 6 years) in Magistrates' Courts	E	A/I
5. Advocacy experience (to have been gained within the last 6 years) in County Courts	D	A/I
6. Advocacy experience in tribunals	D	A/I
7. Experience of using computer software relevant to the office environment or the postholder's duties	D	A
8. Experience of managing staff	D	A
9. Experience of drafting committee reports	D	A

Selection Criteria:	Essential/ Desirable E/D	<u>Means of Assessment:</u> Application/Interview/Test/ Production of Certificates A/I/T/P/C
KNOWLEDGE		
10. Detailed knowledge of the at least 3 of the following areas: civil litigation, criminal law, employment law, licensing law (in relation to those licences which are the responsibility of the district council to administer), highways and planning law.	E	I
11. Knowledge of Information Law	D	I
12. Knowledge of High Court practice and procedures.	D	I
SKILLS		
13. The ability to make objective decisions in relation to the merits or otherwise of court action.	E	I
14. Clear and articulate verbal communication skills, including the ability to represent the Council at Court, Employment Tribunals, Public Inquiries, Committees etc. as required.	E	I
15. Awareness of political dimension and the political objectives of the Council	D	A/I
16. Ability to work without supervision and effectively manage a diverse workload	E	I
17. Ability to work under pressure to meet deadlines, often at short notice	E	I
18. Ability to maintain strict confidentiality at all times, using tact and diplomacy where appropriate	E	I
19. Ability to draft a range of litigation related and general documentation	E	A/I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/Test/ Production of Certificates A/I/T/P/C
20. Ability to work as part of a team and encourage less senior staff in their development as lawyers	E	A/I
21. Ability to manage and motivate members of staff	E	A/I
OTHER		
22. Evidence of continuing professional development (if applicable)	E	A/I
The Burnley Way		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.</p> <p>Further details are contained in the Behaviour Framework</p>		

July 2022