

Job Description

POST TITLE	Lawyer (Litigation & Regulation)	POST NO:	GL2008
SERVICE UNIT	Legal and Democratic Services	GRADE:	11
JOB EVALUATION	A2116	JOB FAMILY	If applicable
RESPONSIBLE TO:	Principal Lawyer (Litigation and Regulation)		
RESPONSIBLE FOR:	None		
LOCATION	Burnley Town Hall	STATUS	Staff

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.

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 review, prepare and advice upon Selective licensing cases under the Housing Act 2004 and assist the client with any relevant matters that may arise.
4. To provide advice, draft court proceedings and related documents for contested and non-contested matters.
5. To carry out debt recovery on behalf of the Council, including the enforcement of judgments in Selective licensing cases.
6. The attendance at Committees including the giving of legal advice and the preparation and presentation of reports (as required) .
7. To make independent decisions when necessary in relation to Court and Committee work.
8. 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.

9. To provide advice to other Service Units and to Members on a range of legal matters.
10. 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.
11. 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.
12. To undertake research of legal issues and the interpretation of new legislation, guidelines, policies etc. as required.
13. 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.
14. To approve invoices for the Service Unit when required.
15. To attend training identified as necessary to undertake current and future job requirement.
16. To support the development and maximise the use of electronic case management and time recording systems.
17. To undertake such other duties as may be allocated from time-to-time by the Principal Lawyer (Litigation and Regulation) and to deputise for Principal Lawyer (Litigation and Regulation) when required.
18. Any other task or duty commensurate with your grade and qualifications as directed by the Principal Lawyer (Litigation and Regulation) or 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.

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 2024

Postholder:

Date of issue:

Person Specification

POST : Lawyer (Litigation & Regulation)	GRADE: 11
DIRECTORATE : Operations	POST NO: GL2008

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/Test/ Production of Certificates A/I/T/C
QUALIFICATIONS		
1. Qualified Solicitor with Practising Certificate or Fellow of the Chartered Institute of Legal Executives	E	A/I/C
EXPERIENCE		
2. At least 2 years' experience of working in a legal environment in a "fee-earning" capacity	E	A/I
3. Experience (to have been gained within the last 6 years) in at least 3 of the following areas: civil litigation, criminal law, housing 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/I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/Test/ Production of Certificates A/I/T/C
KNOWLEDGE		
8. Detailed knowledge of at least 3 of the following areas: civil litigation, criminal law, housing law, licensing law (in relation to those licences which are the responsibility of the district council to administer), highways and planning law and information law.	E	I
9. Knowledge of county court and high court practice and procedures.	E	I
10. Knowledge of the selective licensing regime under the Housing Act 2004	D	I
SKILLS		
11. The ability to make objective decisions in relation to the merits or otherwise of court action.	E	I
12. Clear and articulate verbal communication skills, including the ability to represent the Council at Court, Tribunals, Public Inquiries, Committees etc. as required.	E	I
13. Awareness of political dimension and the political objectives of the Council	D	A/I
14. Ability to work without supervision and effectively manage a diverse workload	E	I
15. Ability to work under pressure to meet deadlines, often at short notice	E	I
16. Ability to maintain strict confidentiality at all times, using tact and diplomacy where appropriate	E	I
17. 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/C
18. Ability to work as part of a team and encourage less senior staff in their development as lawyers	E	A/I
OTHER		
19. Evidence of continuing professional development (if applicable)	E	A/I
20. A full clean driver's licence	E	I/C
21. Access to and use of a car for work purposes	E	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 2024