

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10BF</b>	<b>Role Title</b>	<b>PDP Lawyer</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	<b>Principal Lawyer</b>
		<b>Directorate</b>	<b>Resources</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>Legal and Democratic Services</b>
		<b>Team</b>	<b>Legal Services</b>
		<b>Date Role Profile was created</b>	<b>Jan-23</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>The roleholder is expected to provide timely, clear and effective legal advice, representation and assistance to the County Council in order to enable the County Council to discharge their functions lawfully and effectively. In this role you will manage a full and varied caseload and deliver innovative solutions with appropriate supervision. As part of the role you will undertake advocacy where required.</p> <p>The role will provide expert legal advice to the County Council, its members, officers and committees.</p> <p>The role will lead by example in modelling and embedding the council's values and behaviours across the service.</p> <p>This role will support the Monitoring Officer in respect of their duty to advise the County Council of any illegality or procedural default to enable the matter to be investigated.</p> <p>The role will include contributing to the training of staff within the Council to ensure that they are kept up to date with the law and emerging issues.</p>
<b>Work Context</b>	<p>The roleholder is expected to provide timely, clear and effective legal advice, representation and assistance to the County Council in order to enable the County Council to discharge their functions lawfully and effectively.</p> <p>Legal Services is developing a flexible and multi disciplinary working environment to deliver fit for purpose legal service. Accordingly, you will be expected to develop and widen your experience in practising across the range of areas of law offered in the Service.</p> <p>We are a Lexcel accredited practice and all our work is carried out in accordance with Lexcel practice management standards</p> <p>Legal Services operates in a paper light environment, with minimal physical storage. The role holder will be required to manage and record their work contemporaneously using our electronic case management systems and keeping paper records to a minimum. We provide a flexible working environment and within our offices the role holder will be expected to hot desk.</p> <p>The post holder must, if required by the role, be available to work and attend proceedings and meetings at pre-arranged times (including out of core hours) and in locations away from their contractual base.</p>
<b>Line manager responsibility</b> if applicable	The role holder will be expected to support the management of the team.
<b>Budget responsibility</b> if applicable	The role holder will demonstrate an awareness of the impact of spend against the legal expenses budget, specifically in relation to commissioning external legal advice and representation.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Customer Service &amp; Support</p> <ul style="list-style-type: none"> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> <li>• Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• May assist with budget/resource/funding management in accordance with the council policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>And/Or</p> <ul style="list-style-type: none"> <li>• Operate as an individual responsible for the delivery of a high level and complex service.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles.</li> <li>• Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines such as HR, finance, law, marketing, communications.</li> <li>• Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles).</li> <li>• Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.</li> <li>• Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> <li>• Proven ability to manage a range of projects through to completion.</li> <li>• Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public.</li> <li>• Previous management experience including staff supervision, development and organisational skills.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Solicitor, barrister or Fellow of CILEX who is eligible to practise in England and Wales and has (or be in a position to apply for) a current practicing certificate issued by the relevant regulatory authority.</p> <p>Experience of or an aptitude for advocacy.</p>

<b>Role Summary</b>	Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.
<b>Reference Number</b>	BM-2022-374