

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>13BF</b>	<b>Role Title</b>	<b>Principal Lawyer</b>
<b>Grade</b>	PS13	<b>Reports to (role title)</b>	<b>Assistant Director - Legal Services</b>
		<b>Directorate</b>	<b>Resources</b>
<b>JE Band</b>	614-734	<b>Service</b>	<b>Legal and Democratic Services</b>
		<b>Team</b>	<b>Legal Services</b>
		<b>Date Role Profile was created</b>	<b>Feb-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>Legal Services plays a key role in supporting Council's strategic decision-making and provides legal support to all the Council's services. The post requires a comprehensive knowledge base and sound judgement.</p> <p>The person will be required to provide effective leadership to Legal Services as part of the senior management team, facilitate service transformation and organisational change and ensure good joint working with other services in the County Council and with partners in Surrey and beyond.</p> <p>The role will need to engage colleagues across the Council and motivate Legal Services staff to effect changes and achieve improvements in services and value for money. They will provide overall management to a defined group of legal staff across a range of legal areas to support the Council's objectives and priorities. They must be able to lead by example in modelling and embedding the council's values to help build a sustainable highly effective organisation and develop its reputation as a successful council delivering great value for Surrey residents.</p> <p>The role requires strong negotiating, influencing and management skills, credibility and integrity. The post holder must also have an up to date knowledge of local government issues and the political environment in which the Council operates. They must be able to communicate legal concepts and complex ideas quickly and effectively. The post holder will be expected meet and contribute to the thinking of judges, magistrates, the police, the Coroner and other Heads of Legal Services/Monitoring Officers when necessary, in order to assist the work of Legal Services and SCC.</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>Work Context</b>	<p>Legal Services 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 with the opportunity to work remotely. Within our offices the role holder will be expected to hot desk.</p>
<b>Line manager responsibility</b> if applicable	Responsible for line management of lawyers
<b>Budget responsibility</b> if applicable	Responsible for allocation of resources for staff and external spend budgets

<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>• Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken.</li> <li>• Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives.</li> </ul> <p>Customer Service &amp; Support</p> <ul style="list-style-type: none"> <li>• Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity.</li> <li>• Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards.</li> <li>• Drive change and embed new ways of working to ensure high quality service delivery and value for money.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and council strategy.</li> <li>• Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.</li> <li>• Contribute to resource and budget planning within own area.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon.</li> <li>• Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints.</li> <li>• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.  Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  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 or equivalent professional qualification plus substantial experience at a senior management level in a specialist area in a demanding business environment.</li> <li>• Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application.</li> <li>• Authoritative knowledge of the work practices, processes and procedures relevant to the role including broader sector/commercial awareness.</li> <li>• Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.</li> <li>• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven ability to inspire and motivate others.</li> <li>• Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.</li> <li>• Proven ability to assess risks and benefits in a complex environment and respond appropriately.</li> <li>• Substantial experience in successful leading, motivating, coaching, mentoring and developing staff.</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>	<p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the Council's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or council objectives. Their work includes developing and implementing operational plans and contributing to the longer term plans for the area in line with council strategy. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p>
<b>Reference Number</b>	BM-2022-377