

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	PDP Lawyer
Grade	PS11	Reports to (role title)	Principal Lawyer
		Directorate	Resources
JE Band	439-518	Service	Legal and Democratic Services
		Team	Legal Services
		Date Role Profile was created	Feb-23

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.

Role Purpose including key outputs	<p>This role will be required to support the management of a group of lawyers in identified work areas according to business need. This may be through support to and/or deputising for the Principal lawyer.</p> <p>The role will provide support, direction and 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>In this role you will manage a full, varied, demanding and more complex caseload and deliver innovative solutions with minimal supervision. As part of the role you will undertake advocacy where required.</p> <p>This role will support the Monitoring Officers 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 and to the wider partner authorities to ensure that they are kept up to date with the law and emerging issues.</p>
Work Context	<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 with the opportunity to work remotely. 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>
Line manager responsibility if applicable	The role holder may be expected to support the management of the team. Supervision is required of any direct reports and as additionally required.
Budget responsibility 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 and will proactively contribute to managing the budget.

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Customer Service & Support</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & 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>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification or evidence of high. level understanding of relevant business disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions. • Proven ability to manage a wide range of complex projects or programmes. • Significant work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<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>

Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
Reference Number	
Reference Number	BM-2022-375