

Role Profile

Part A - Grade & Structure Information

Job Family Code	12BF	Role Title	Senior Lawyer
Grade	PS12	Reports to (role title)	Principal Lawyer
		Directorate	Resources
JE Band	519-613	Service	Legal and Democratic Services
		Team	Legal Services
		Date Role Profile was created	Jan-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 assist in the management of a group of lawyers in identified work areas according to business need, providing leadership, supervision, direction and expert legal advice to the County Council, its members, officers and committees.</p> <p>The role will contribute to the wider management of Legal Services and 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 and demanding caseload and deliver innovative solutions with minimal supervision.</p> <p>Within the team the role holder will support and deliver both personally and through assisting in the management of the team and its resources, the council's ambition to reduce reliance on external legal support. As part of the role, you will be required to undertake and/or manage advocacy where required.</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>
Work Context	<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 practicing 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. 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 will be expected supervise more junior members of staff.
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.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken. Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives. <p>Customer Service & Support</p> <ul style="list-style-type: none"> 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. Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Planning & Organising</p> <ul style="list-style-type: none"> 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. Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. Contribute to resource and budget planning within own area. <p>Work with others</p> <ul style="list-style-type: none"> Liaise internally and externally at senior levels to establish service requirements and priorities and 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"> 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. Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area. Knowledge of the principles of change management, project management and continuous improvement, and their practical application. Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness. Ability to manage budgets and resources to deliver effective support to their area of responsibility. 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. Comprehensive knowledge of computerised business systems. Understands how to inspire and motivate others. Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change. Wide experience in successful leading, coaching, mentoring and developing of staff.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</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>
<p>Role Summary</p>	<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. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. 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>
<p>Reference Number</p>	<p>BM-2022-376</p>