

Jobs and Careers



Job Description

Post Title: Qualified Lawyer		Post No: A0061
		Date: July 2015
Department: Corporate Resources & Support	Division / Branch: Legal Services	
Section: Social Care & Safeguarding, Employment, Education & Litigation Commercial, Property & Planning	Responsible to: Principal Lawyer	
Overall Purpose of this Post: To perform the duties involved in providing a comprehensive legal service to the Council		
Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity <ol style="list-style-type: none"> 1. To provide high quality legal services to the Council and other public bodies if required. 2. This post will be in the <i>[insert Team or Section]</i> and the post holder may be required to work within one of the other legal sections detailed in the summary of job tasks overleaf. 3. To ensure these services are provided in accordance with standards required by client departments and other recipients of the service in a manner which is purposive, meets client need and achieves corporate priorities in a changing legal landscape 4. To assist in the supervision and training of less experienced staff. 5. To be flexible so as to work in other disciplines and in multi-disciplinary project teams as required/appropriate, acting as work-stream lead if needed. 		

6. To undertake such tasks appropriate to the post holder to facilitate effectiveness, efficiency and economy of the Legal Services Division and meet the challenges of a best value authority.
7. To ensure that the Council's equal opportunities policy is properly adhered to in the carrying out of the tasks of the post.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the post holder's time.

1. To advise, negotiate and act as advocate as required and to have conduct of hearings
2. To advise and service committees, joint committees, panels, advisory bodies and working parties as required.
3. To draft agreements, contracts, pleadings and other legal documents as required.
4. To assist in the appointment and instruction of external solicitors, barristers and other advisors and to monitor their performance
5. To give presentations/training on legal matters to officers, members and the public as required.
6. To deputise and cover for the Head of Law and/or Principal Lawyer as required when s/he is not available.
7. To keep up to date with and provide advice on legal issues.
8. To assist in the training and supervision of less experienced staff.

Is this post classified as politically restricted under the Local Government and Housing Act 1989, either

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| a) because of its salary level? , or | Yes <input checked="" type="checkbox"/> | No |
| b) because the post holder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes <input checked="" type="checkbox"/> | No |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?

Yes No