

# Job description

Job title: Lawyer / Senior Lawyer  
Grade: 11 +7 - LMIs\*/BAR/Grade 13  
Job evaluation reference: CS 089 / CS166a  
Job family: Legal & Political

## Purpose and impact

To contribute to the provision of a legal service to the Council, its Directorates and any other bodies to whom legal services are provided under contract.

The ensure legality and propriety in Council matters.

Lawyer - To provide legal and advisory work arising from the functions of the Council and from external clients.

Senior Lawyer -To undertake personally and to delegate to lawyers and other members of staff nominated for the purpose, legal and advisory work arising from the functions of the Council and from external clients.

## Key responsibilities

1. To advise and represent the Council and its Directorates and in particular any Directorate specified within the Context Statement.
2. To assist other Lawyers and the Legal Business Partner within the relevant Legal Services' team.
3. Generally, to provide a legal service, including the provision of advice, drafting, negotiation and advocacy in the relevant practice areas specified in the Context Statement.
4. To undertake, if required, preparation and conduct of litigation work including advocacy in relevant courts, public enquiries and tribunals, attendance at case conferences and other meetings where necessary, including the instruction of counsel as appropriate.
5. To represent the Head of Legal Services at such committees, sub-committees, working parties, departmental groups or meetings as may be allocated.
6. To undertake, if required, clerk duties, conduct appeals, panels and/or proceedings and deal with any related correspondence.
7. To secure the provision of legal services through the instruction of counsel or other suitable external providers.
8. To provide advice and assistance in relation to case law and legislative and procedural changes relating to the relevant practice areas specified in the Context Statement.
9. To reply to Ombudsman complaints for the relevant Directorate or Service as specified in the Context Statement.
10. To assist in the conduct of training seminars and inter-agency courses for legal and other staff.
11. To undertake such other duties specified in the relevant Context Statement or as from time to time may be allocated by a line manager, or Legal Business Partner.
12. Any other lesser or comparable duties as required.



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**The usual level on appointment will be to the post of Lawyer. Progression through the bar to Senior Lawyer is not automatic. Progression will be subject to an identified need for sustained work at this level and to an assessment of an individual's ability to fulfil the position requirements and to undertake this level of work.**

13. To personally undertake a range of highly complex legal work to support the Council's objectives and priorities as determined by the Legal Business Partner or Head of Legal and Services.
14. To act as the leading qualified legal specialist within allocated specialist areas and to determine working standards, processes and approach to the management of work in these areas.
15. To advise, guide and support Lawyers, Legal Assistants and Paralegals on specialist, complex or contentious legal issues and supervise areas of project or legal work delegated to those officers in accordance with Law Society quality standards.
16. To provide advice, guidance and support to Lawyers and Directorate operational services in respect of service entitlement, delivery, policy and procedure drafting, negotiation and advocacy in allocated areas of specialism.
17. To assist the Head of Legal Services as required.
18. To lead and manage staff including formal supervision, management and PDRs, as required.
19. To supervise, instruct and train trainee lawyers as required.
20. To undertake personally or allocate as appropriate the conduct of training seminars and inter- agency courses for legal and other staff, members and external clients.
21. Any other lesser or comparable duties as required.

### **Supervision and management**

Reporting to: Legal Business Partner

Responsibility for:

Lawyer - None

Senior Lawyer - Supervision of any trainee lawyers and management and supervision of staff within a sub-team as required.

### **Other factors**

1. Choice of instructing Counsel / external lawyers and expert witnesses (medical or other) and negotiating their fees.
2. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
3. Office based but required to attend court, tribunals, and other meetings both regionally and nationally.
4. Legal Services work in a busy, open plan office and the post holder will be required to meet communication demands through correspondence, phone calls, emails and personal visits.
5. As required, a need to provide out of hours advice (evenings, weekends and bank holidays).
6. Lawyer – Dealing with some matters which are likely to be contentious or complex requiring support, tact, persuasion and sensitivity within the application of operational

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guidelines. The outcome will have a material effect on the person, service or organisation contacted.

7. Senior Lawyer - Dealing with a range of complex and contentious matters requiring support, persuasion, advocacy and sensitivity, within the application of operational guidelines. The outcome may have significant implications for the contact or the service.
8. Dealing with difficult members of the public and being in adversarial situations. *An expectation and need to work over and above contracted hours and times where required including providing responses to unexpected or emergency situations.*
9. Progression to Senior Lawyer will be **subject to an identified need for sustained work at this level and to an assessment of an individual's ability to fulfil the position requirements and to undertake this level of work.**

\*Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).

### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.

# Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Qualified Lawyer, Barrister or Legal Executive.
2. Educated to Degree level.
3. Local Government law (Senior Lawyer only).
<b>Experience</b>
4. [Previous/Post] qualification work in relevant practice areas and any specific tasks as specified in the Context Statement
5. Significant Post qualification work in relevant practice areas and any specific tasks as specified in the Context Statement (Senior Lawyer only).
6. Post qualification experience of working within a local authority Legal Department (Senior Lawyer only).
7. Experience of working with and advising elected members in a local government Environment (Senior Lawyer only).
<b>Skills, abilities &amp; knowledge</b>
8. Demonstrable knowledge of/interest in the relevant practice areas specified in the Context Statement.
9. Demonstrable specialist knowledge of the relevant practice areas specified in the Context Statement including Local Government Law (Senior Lawyer only).
10. Knowledge, understanding and experience of the legislative and policy framework within which the Council works (Senior Lawyer only).
11. Knowledge and understanding of the law relating to democratic decision making in Local Government (Senior Lawyer only).
12. Ability to communicate well with colleagues, clients and, as the need arises, with elected members.
13. Ability / willingness to undertake advocacy in courts, tribunals and quasi-judicial settings.
14. Ability to draft legal documentation relevant to the practice area specified in the context statement.
15. Research and problem solving.
16. Ability to use relevant IT facilities.
17. Ability to negotiate.
18. Sound judgement skills and the ability to reach decisions taking account of the legal issues and local authority context (Senior Lawyer only).
19. Ability to work under pressure and deliver to deadlines (Senior Lawyer only).
20. Highly developed ability to communicate well with colleagues, clients and elected members (Senior Lawyer only).
21. Ability to undertake advocacy (Senior Lawyer only).
22. Ability and willingness to work as part of a team
23. Understanding of and commitment to the importance of equal opportunities and diversity, both in service delivery and in employment practice.
24. Ability to fulfil the travel requirements of the post.
25. Ability to manage conflicting workload priorities.

26. Ability to work independently without detailed supervision.
27. Ability to contribute to practice management issues.
<b>Behaviours</b>
28. <a href="#">Responsibility</a>
29. <a href="#">Respect</a>
30. <a href="#">Recognition</a>
31. <a href="#">One Team: Collaboration</a>

## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
32. Local Government Law
33. Specialist qualifications in the relevant practice areas specified in the Context Statement.
34. Specialist qualifications in the relevant practice areas specified in the context statement (Senior Lawyer only).
<b>Experience</b>
35. Post qualification experience working within a local authority legal department.
36. Understanding and experience of the decision-making process in a democratically accountable environment.
37. Management and leadership experience (Senior Lawyer only).
38. Experience of providing legal advice at strategic management level (Senior Lawyer only).
<b>Skills, abilities &amp; knowledge</b>
39. Knowledge, understanding and experience of the legislative and policy framework within which the Council works.
40. Demonstrable knowledge and experience of Local Government Law.
41. Knowledge of any additional and related practice areas specified in the Context Statement (Senior Lawyer only).

<b>Approval</b>			
Manager	Head of Legal Services	Date	1 July 2019