

 WOKINGHAM BOROUGH COUNCIL		Job Description		Job Reference
Job Title		Principal Lawyer & Team Leader - Contracts, Highways, Planning and Property and Information Services Team		
Service		Resources and Assets	Team	Legal & Information Governance
Location		Shute End		
Reports to		Head of Legal & Information Governance Service		
Responsible for		Lawyers within relevant team		
Grade		Type of position:		Date
SM1		Permanent Full Time		12 May 2023
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>				
<u>Service Purpose</u>				
To be the principal point of contact and supplier of legal and information governance advice. To represent and act on behalf of the Council in the protection and enforcement of the Council’s rights and responsibilities.				
<u>Purpose of the role</u>				
To act as the legal adviser in the provision of advice and guidance in respect to lawyers individual expertise. To manage the relevant legal team in delivery of legal advice and guidance. To assist and deputise for the Head of Legal & Information Governance Service when required.				
<u>Main Accountabilities</u>				
Responsible for implementing a consistent, corporate approach to legal advice and acting as an expert advisor in respect to the law, best practice and procedure;				
1	A member of the LIGS Leadership Team taking a proactive role in ensuring that (i) the Council’s vision, values and objective are met and (ii) the LIGS service plan is understood and delivered, both in accordance with the law and best practice			
2	Be the professional expert and act as lead advisor for relevant area of expertise within relevant legal team.			
3	Lead, manage and motivate the relevant legal team to deliver high performance and lead on the management and strategy of the relevant legal team			
4	Monitor and evaluate the relevant team’s and individual performance and recommend areas for improvement based on evidence. Constructively challenge poor performance and take corrective action where required.			

5	To manage, coach and support staff to develop and deliver to priorities within relevant legal team to ensure it is functioning effectively and efficiently. Ensure that clear team and individual goals are in place and communicated.
6	To contribute to ensuring that officers within the Legal Services team, members and officers in other areas of the Council are trained in relevant developments in law and policy and receive guidance on their implementation in a timely manner.
7	Recommend areas for service improvement based on relevant data and information
8	Collaborate constructively with partner organisations and other stakeholders including internal services and colleagues
9	Effectively manage spend within relevant legal team ensuring effective cost management and prioritisation. Identify and escalate any budget risks to Head of Legal & Information Governance Service.
10	To be responsible for their own work and that allocated within relevant legal team, to ensure value for money for the Council, good communication with the client and working to high in-house and legal standards.
11	To conduct all aspects of complex and/or politically sensitive legal matters relevant to the postholder's area(s) of experience, as allocated, and with minimal supervision, ensuring that good governance arrangements are in place to support effective decision making.
12	To adopt best practice in the management of individual matters through the appropriate use of the Legal Services case management system and good legal practice management standards, including the use of appropriate software packages.
13	To deputise for Head of Legal & Information Governance Services, including advising members and officers in public and private meetings, and reviewing and clearing officer reports and briefing notes to the Senior Leadership Team, the Executive, Committees/Sub-Committees and Council
14	To undertake such duties and responsibilities as may be reasonably specified by the Head of Legal & Information Governance Service under the scheme of delegation and within the legislative framework and regulations associated with services
15	To attend Council, Executive, committees and other member meetings in person when requested by the Head of Legal & Information Governance Service or Assistant Director – Governance.
Supervision Received	Day to day supervision by the Head of Legal & Information Governance Service
Supervision Given	Lawyers and other officers within relevant legal team.
Contacts & Working Relationships	Internal contacts with each department. Receives and response to members of the public, other councils, members, external solicitors, Joint Legal Team, Public Protection Partnership. Advises and provides direction (or procures such) to senior officer leadership team
Management of resources or budget	None
Special Factors	<i>None</i>

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

<u>Organisation Chart</u>	
Assistant Director Governance Head of Legal & Information Governance Service Principal Lawyer & Team Leader Senior Lawyer Lawyer Paralegal	

<u>Person Specification</u>		
Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Educated to degree level or equivalent, or significant experience in a relevant field. • Qualified solicitor, barrister, CILEX or equivalent licensed to practice within England & Wales • Substantial post qualification experience including expertise within 2 or more areas of law relevant to the functions and duties of the Council • Evidence of continuous professional development and willingness to learn new skills/areas of work. 	
Technical Skills.	Essential	Desirable
	<ul style="list-style-type: none"> • Extensive knowledge of the application of legislative, regulatory, and financial regulations of local government framework • Excellent administrative and organisation skills • Ability to work at pace and manage a varied workload of multiple tasks including direct provision of legal advice and/or management of the 	

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	<p>procurement of legal advice and often working to tight deadlines</p> <ul style="list-style-type: none"> • Ability to communicate clearly and confidently with people at all levels, showing diplomacy and tact. • Ability to build constructive and effective working relationships. 	
Knowledge	Essential	Desirable
	<ul style="list-style-type: none"> • Expert knowledge of operating within the local government law and decision making within an executive form of council. 	<ul style="list-style-type: none"> • Knowledge of other legislations which may interact with Local Government enquiries such as Planning, Housing, enforcement, property or Children and Adult Services.
Experience	Essential	Desirable
	<ul style="list-style-type: none"> • Significant experience and a track record of providing high quality, progressive legal and procedural advice within a relevant context (eg, local government, public sector, other relatable sector) to senior leaders and other stakeholders of high risk or complexity. • Ability to provide expert legal opinion to establish practical and solutions to complex legal, contractual or service delivery issues • Experience of working in partnership with a collaborative approach with internal and external partners • Demonstrable experience of providing informal coaching and support • Demonstrable experience of management of multifunctional 	<ul style="list-style-type: none"> • experience of investigation work within a regulatory framework to local government (e.g. employment processes or member code of conduct processes)

	teams of lawyers with different range of expertise	
Other	Essential	Desirable
Politically restricted	Yes	
Completed by:	Neil Allen	Date: 12 May 2023