Job Description

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.

Post Details	
Job Title	Lawyer
Job Reference	713431
Service	Resources and Assets
Team	Legal & Information Governance
Location	Shute End
Reports to	Principal Lawyer & Team Leader
Responsible for	None
Grade	9
Contract Type	Permanent Full Time
Hours	37

Main Accountabilities	
1.	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;
2.	A senior officer of the relevant legal 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 delivered, both in accordance with the law and best practice
3.	Be one of the professional experts for relevant area of expertise within relevant legal team.
4.	To assist the Principal Lawyer & Team Leader to deliver high performance within the relevant legal team
5.	To assist the Principal Lawyer & Team Leader to manage, coach and support staff to develop and deliver to priorities within relevant legal team to ensure it is functioning effectively and efficiently.
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.	To be responsible for their own work 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.
10.	To conduct all aspects of significant 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.
11.	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.
12.	To deputise for Principal Lawyer and Team Leader and the 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
13.	To undertake such duties and responsibilities as may be reasonably specified by the Principal Lawyer and Team Leader and Head of Legal & Information Governance Service under the scheme of delegation and within the legislative framework and regulations associated with services
14.	To attend committees and other member meetings in person when requested by the Principal Lawyer and Team Leader, Head of Legal & Information Governance Service or Assistant Director – Governance.

Person Specification	Essential	Desirable
Education/Qualifications	• 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 • 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.	

Experience	• 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	experience of investigation work within a regulatory framework to local government (e.g. employment processes or member code of conduct processes)
Skills/Knowledge	• Good 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 procurement of legal advice and often working to tight deadlines • Ability to communicate clearly and confidently with people at all levels, showing diplomacy and tact. • Ability to build constructive and effective working relationships.	• Good knowledge of the application of legislative, regulatory, and financial regulations of local government framework • Knowledge of other legislations which may interact with Local Government enquiries such as Planning, Housing, enforcement, property or Children and Adult Services.

Purpose Details	
Service Purpose	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.
Role Purpose	To act as the legal adviser in the provision of advice and guidance in respect to the lawyer's individual expertise. To assist and deputise for the Principal Lawyer & Team Leader and Head of Legal & Information Governance Service when required.

Supervision and Relationships	
Supervision Received	Day to day supervision by the Principal Lawyer & Team Leader
Supervision Given	On request by the Principal Lawyer & Team Leader, to assist in supervision of Lawyers and other officers within relevant legal team on a project by project basis.
Contacts	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

Resources/Budget Management
None

Special Requirements
None

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N>
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End, Wokingham / Hybrid

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N

Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	Y

Disclosure and Barring Service (DBS)	**Details**
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

WOKINGHAM BOROUGH COUNCIL

Organisation Chart

