



Coventry City Council

Job Description

Job Title:	Senior Legal Officer - DPO	Job Number:	
Directorate:	Resources	Post Number:	
Services:	Legal Services - Regulatory Team	Grade:	6
Location:	One Friargate		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

1. To act as the designated Data Protection Officer for a number of schools in Coventry and support the team in providing a comprehensive data protection legal service to schools in Coventry.
2. Support the Head of Service and Team Manager in the development, implementation and operation of processes within the Team in order to ensure the delivery of matters within agreed timescales and maximise the efficient use of available resources.

Main Duties and Responsibilities:

1. Provide legal and case management support to the Service.
2. Draft documentation including legal papers, letters, reports and statements.
3. Consider and provide advice to the client department on documentation prepared.
4. Representation of the Service and clients at court, meetings, panels and other forums as required.
5. Identify and obtain witness statements and other evidence.
6. Use general and internal IT packages.
7. Supervising and supporting less experienced staff and legal support when required displaying good leadership qualities.

8. Provision of training to colleagues and clients as appropriate.
9. Research, analysis and continued updating of legal knowledge.
10. To develop the scope of the job in a way which will contribute to its effectiveness and efficiency for legal services.
11. To contribute to his/her own training and development needs.
12. To conduct all work in accordance with practice management standards laid down by the Law Society (Lexcel) and all other departmental and corporate performance standards in order to maintain a standard of excellence.
13. To carry out any other duties and responsibilities within the range of the salary grade.
14. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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Responsible for:		Responsible to:	Team Leader
Date Reviewed:	September 2014	Updated:	November 2021



Coventry City Council

Person Specification

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Services:	Legal Services – Regulatory Team	Grade:	6
Location:	One Friargate		

Area	Description
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Knowledge:	A good knowledge and understanding of local government and administrative law, including the changes facing local authorities.
	Knowledge and understanding of office procedures relevant to a busy Legal office.
	Working knowledge of Information Law



Coventry City Council

..... Directorate
Human Resources

May 2015

Skills and Abilities:	<p>Ability to draft documentation including legal papers, letters, reports and statements.</p> <p>Ability to carry out legal research and analysis.</p> <p>Able to demonstrate clarity of thought and expression and be able to communicate effectively both orally and in writing.</p> <p>Able to give good, sound, pragmatic, concise and clear advice to colleagues in Legal Services, schools and officers in other departments.</p> <p>Have a basic level of skill and expertise in Information Law.</p> <p>Proven ability to plan, organise and manage workload with efficiency and economy meeting agreed timescales.</p> <p>Ability to adapt to new areas of work and take on tasks/ duties outside his/her field of expertise competently recognising when he/she lacks the requisite knowledge and requires professional support and supervision.</p> <p>Customer focussed, understands the nature of local government in-house legal service and contributes positively to service development and continuous improvement.</p> <p>Ability to work as an integrated part of the wider Legal Services Team, is supportive of colleagues and management.</p> <p>Capable of working enthusiastically as a member of a team.</p> <p>Able to evaluate personal development needs in relation to the Directorate Operational Plan and customer requirements.</p> <p>Commitment to effective use of IT resources and customer care principles.</p>
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Experience:	<p>Experience and understanding of information law</p> <p>Experience of representing clients at court, meetings, panels and other forums or other equivalent relevant experience.</p> <p>A track record of meeting strict deadlines and timescales.</p> <p>Experience of working in an in-house local government Legal Service or other equivalent relevant experience.</p>
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Educational:	<p>Successful completion of a law degree or Level 3 ILEX or relevant legal office experience or equivalent relevant experience.</p>
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Special Requirements:	
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Date Reviewed:	September 2014	Updated:	
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