

# Job Description and Person Specification

## DEPUTY TEAM LEADER – PEOPLE TEAM

Job Details	
Grade	10
Service	LEGAL SERVICES
Location	ONE FRIARGATE, 8 <sup>th</sup> FLOOR
Job Evaluation Code	A5863 (previous JE code)

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

<b>Job Purpose</b>
<p>To provide a comprehensive legal service to the Council, its Directorates and Service Areas, taking personal responsibility for advising on complex cases or those that will have a significant impact on the reputation of the organisation or City.</p> <p>To provide professional support to the Director of Law &amp; Governance, Head of Legal and Procurement Services and Legal Services Team Leaders.</p> <p>To deputise for the People Team Leader</p> <p>Support the Head of Service and Team Leader 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</p>
<b>Main Duties &amp; Key Accountabilities</b>
<p>To undertake effective allocation, supervision and case management of all matters ensuring that all work is accurate and completed within agreed deadlines</p>
<p>Developing strong and effective links within Legal Services and support services and with customers in other directorates</p>
<p>To provide legal advice to client departments and to provide strategic legal advice to the Council</p>
<p>Advising customers and stakeholders in other directorates on general and specific areas of work within the People Team</p>
<p>To represent the Council in appropriate courts or tribunals dealing with complex and contentious cases</p>
<p>To drive forward the priorities of the Council as outlined in the Council Plan and champion these ambitions across the team and service.</p>
<p>With appropriate supervision, work with Team Leaders, Director of Law &amp; Governances, Elected Members or Directors with relevant Directorates and Service Areas to influence, develop and update relevant policies with the objective of protecting the Council's legal interests through robust corporate governance arrangements.</p>
<p>To provide advice and guidance to the Council, Elected Members, Directorates and Service Areas on the impact and interpretation of relevant new legislation and case law, updating working policies and procedures as necessary under the direction of the Team Leader</p>
<p>To deputise for the Team Leader as required alongside any other duties and responsibilities within the range of the salary grade</p>
<p>To have an understanding of the Council, service and budgetary procedures and to advise on the financial implications of the individual caseload to minimise the Council's financial liabilities</p>

Key Relationships			
External:	Courts, Tribunals and Solicitor Firms	Internal:	Instructing Departments

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Not Applicable

Person Specification	
Requirements	
Knowledge	Understanding of local government and administrative law and a working knowledge of the area of adult social care and/or education law
Knowledge	Able to organise, prioritise and take responsibility for a demanding and complex workload and to demonstrate flexibility to carry out successfully specialist tasks outside their normal areas of operation. Including to deputise for the Team Leader whenever required to do so.
Knowledge	Proficiency in IT skills, e.g. Microsoft Outlook, Word, Excel, Powerpoint and Case Management Systems
Skills And Ability	Drafting legal documents including court applications, letters, reports, duty advice etc

Skills And Ability	Proven ability to plan, organise and manage workload with efficiency and economy meeting agreed timescales. In addition with managing the work of senior legal officers, legal officers, graduate and legal apprentices within the team.
Skills And Ability	Experience and understanding of the law relating to adult social care and/or education including to provide training and support to colleagues, clients, other legal staff, displaying good leadership qualities within the areas of the People Team when required.
Experience	Experience of representing clients at court, SEND tribunal, meetings, panels and other forums or other equivalent relevant experience
Experience	Experience of working in an in-house local government Legal Service or other equivalent relevant experience
Experience	To conduct all work in accordance with practice management standards laid down in the legal services practice manual and all other departmental and corporate performance standards to maintain a standard of excellence.
Qualification	An experienced Solicitor, Barrister or Chartered Legal Executive with practice rights to conduct litigation and advocacy.
Special Requirements	None

Declaration			
Reviewed/Created By:	Claire Coulson-Haggins		
Job Title:	Team Leader	Date:	20/04/26