

## Job Description and Person Specification

### SENIOR LEGAL OFFICER – PEOPLE TEAM

Job Details	
Grade	6
Service	LEGAL SERVICES
Location	ONE FRIARGATE, 8 <sup>th</sup> FLOOR
Job Evaluation 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>

Job Purpose
<p>Working as a Senior Legal Officer within the People Team, Legal Services.</p> <p>Supporting the provision of a comprehensive legal service to the Council by providing professional support and assistance to the Team Leader and team members.</p> <p>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</p>

<b>Main Duties &amp; Key Accountabilities</b>			
Acting as a Senior Legal Officer within the People Team, Legal Services			
Developing strong and effective links within Legal Services and support services and with customers in other directorates			
Managing any changes in responsibilities or methods of working that may be required			
Advising customers and stakeholders in other directorates on general and specific areas of work within the People Team			
Being responsible for such general and specific areas of work that may be allocated within the People Team under the supervision of the Team Leader			
Communicating with the Team Leader to assist the effective working of the Team and Legal Services			
Ensuring all correspondence and miscellaneous enquiries are dealt with and actioned as appropriate			
Representing Legal Services at meetings and in Court where required			

<b>Key Relationships</b>			
External:	Courts, Tribunals and Solicitor Firms	Internal:	Instructing Departments

<b>Standard Information</b>
<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.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b></p> <p>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 areas of adults law and / or education law
Knowledge	Knowledge and understanding of office procedures relevant to a busy Legal office
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
Skills And Ability	Proven ability to plan, organise and manage workload with efficiency and economy meeting agreed timescales
Skills And Ability	Working with minimal supervision and assistance on non-complex matters including providing sound, pragmatic, concise and clear advice to colleagues in Legal Services and officers in other departments
Experience	Experience of representing clients at court, 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	Track record of meeting strict deadlines and timescales
Qualification	Law Degree or Level 3 ILEX or equivalent relevant experience
Special Requirements	None

Declaration			
Reviewed/Created By:	Claire Coulson-Haggins		
Job Title:	People Team Leader	Date:	June 2025