

Job Description and Person Specification

LAWYER – PEOPLE TEAM

Job Details	
Grade	9
Service	LEGAL SERVICES
Location	ONE FRIARGATE, 8 th FLOOR
Job Evaluation Code	A5821

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

Job Purpose

Working as an Education Lawyer in the People Team Law, within the Law, Governance and Safer Communities Directorate.

Providing sound legal advice to the client department and representing the Council in appropriate Courts and Tribunals dealing with complex and contentious cases.

Supporting the provision of a comprehensive legal service to the Council by providing professional support and assistance to the Team Leader and team members.

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

Main Duties & Key Accountabilities

Acting as a Lawyer within the People Team, Legal Services

Developing strong and effective links within Legal Services and support services and with customers in other directorates

Providing legal advice to the in-house client departments

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 in Court and Tribunal hearings

Key Relationships

External:

Courts, Tribunals and
Solicitor Firms

Internal:

Instructing
Departments

Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Not Applicable

Person Specification

Requirements

Knowledge	Understanding of local government and administrative law and a working knowledge of the area of 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
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
Skills And Ability	Experience and understanding of the law relating to education.
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	Proven ability to manage a full and substantial workload of matters including some of a high level of complexity

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:	10/02/26