

# Job Description and Person Specification

Role: DEPUTY TEAM LEADER – PEOPLE TEAM



# Job Description

<b>Job Title</b>	DEPUTY TEAM LEADER – PEOPLE TEAM
<b>Grade</b>	10
<b>Service</b>	LAW AND GOVERNANCE
<b>Reports to</b>	TEAM LEADER, PEOPLE TEAM
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	A5863



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities** – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**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:



## About the Service your team will provide

### Purpose of the role

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.

To provide professional support to the Director of Law & Governance, Head of Legal and Procurement Services and Legal Services Team Leaders.

To deputise for the People Team Leader

## Main Duties & Key Accountabilities

### Core Knowledge

- To undertake the effective allocation, supervision and case management of all matters ensuring that all work is accurate and completed within agreed deadlines (including any statutory and court deadlines).
- To provide legal advice to the Client departments and with appropriate supervision to provide strategic legal advice to the Council, Directorates and Service Areas in order to help the Council to protect its legal and financial interests.
- To support Team Leaders in advising and recommending changes to practice and procedure in other departments across the Council to manage legal risk.
- To drive forward the priorities of the Council as outlined in the Council Plan and champion these ambitions across the team and service.
- With appropriate supervision, work with Team Leaders, Director of Law & Governance, 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.6. 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.
- To have an understanding of the Council, service and budgetary procedures and to advise on the financial implications of the individual caseload in order to minimise the Council's financial liabilities.
- To maintain a thorough knowledge and understanding of the relevant practice as an advocate of law.
- To represent the Council in appropriate courts and tribunals dealing with complex and contentious cases.
- Having a working knowledge of the policies and procedures of the client departments; as well as a good working knowledge and understanding of local government and administrative law.
- To support and assist the other lawyers in the team by covering hearings, panels, committees, forums and meetings as required.

- To demonstrate an ability to use both general and internal IT packages.
- Provide training and support to colleagues, client and other legal staff, displaying good leadership qualities, within all areas of Legal Services as and when required.
- Drafting pleadings and other documentation.
- To develop the scope of the job in a way which will contribute to its effectiveness and efficiency for legal services and the council.
- To contribute to his/her own training and development needs.
- To manage the work of Senior Legal Officers, Legal Officers, apprentices, student placements and Trainee Solicitors.
- To deputise for Team Leader whenever required to do so.
- To undertake a visible client relation with key stakeholders within the Council and external partners.
- 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 in order to maintain a standard of excellence.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal

## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

<p><b>Staff managed by postholder:</b></p> <p>N/A</p>
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## Person specification

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<b>Knowledge</b>	
A good knowledge and understanding of local government and administrative law	
Extensive knowledge of the law relating to Adults and Education	
Have a working knowledge of the Council's policies and procedures	
Management and leadership skills	
<b>Skills and Abilities</b>	
Ability to draft and interpret complex legal documents	
Demonstrate excellent advocacy skills	
Ability to manage the work of Senior Legal Officers, Legal Officers, Apprentices, Student Placements and Trainee Solicitors	
Ability to deputise for the Team Leader whenever required to do so	
Ability to demonstrate a clarity of thought and expression and be able to communicate effectively at all levels both orally and in writing	
Able to manage complex cases	
Ability to provide good, pragmatic, concise and clear advice to colleagues in Legal Services, officers in other departments and Members, including at the highest level of Senior Management within the Council	
To be a professional who has developed interpersonal and other skills and expertise that enables them to operate at a senior level	
To have a proven ability to manage a full and substantial workload of matters including some of high complexity	
To have a good, broad, general working knowledge of all areas of law applicable to local government and able to, and does, adapt to new areas of work and take on tasks/duties outside their field of expertise competently recognising when they lack the requisite knowledge and require professional support and supervision	
Customer focused, understands the nature of a local government in-house legal service and contributes positively to service development and continuous improvement	
Ability to work as an integrated part of the wider Legal Services Team and supportive of colleagues and management	
Ability to supervise and provide professional support to colleagues in a positive and developmental way	
Able to organise, prioritise and take responsibility for a demanding and complex workload and to demonstrate flexibility to carry out successfully	

specialist tasks outside of their normal areas of operation under appropriate supervision
Capable of working enthusiastically as a member of a team covering a wide range of subject areas and to be able to supervise at a senior level
Able to adapt and contribute positively to new ways of working
Able to evaluate personal development needs in relation to the Council and customer requirements
Commitment to effective use of IT resources and customer care principles
<b>Experience</b>
Experience and understanding of the law and practice relating to adult social care, education, mental health, mental capacity, deprivation of liberty, judicial review and no recourse to public funds at a complex level
Working with elected Members or other senior Managers, external agencies, other professionals and clients including attending and giving advice at meetings
Track record of meeting strict deadlines and timescales
Experience of working as an in-house local government Legal Service or other equivalent relevant experience
<b>Qualifications</b>
An experienced Solicitor, Barrister or Chartered Legal Executive (Fellow) preferably with rights of audience qualification for Chartered Legal Executive
<b>Special Requirements</b>
Attendance at meetings outside normal office hours may occasionally be required

<b>Date Created</b>	JULY 2022	<b>Date Reviewed</b>	NOVEMBER 2024
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