



Coventry City Council

## Job Description

<b>Post:</b>	Lawyer	<b>Job Number:</b>	
<b>Service:</b>	Legal Services – People Team	<b>Post Number:</b>	
<b>Location:</b>	One Friargate	<b>Grade:</b>	8

### 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 provide a comprehensive legal service to the Council, its Directorates and Service Areas, taking personal responsibility for advising on cases.
2. To provide professional support to the Head of Service and Legal Services Manager.

### Main Duties and Responsibilities:

1. 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).
2. 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.
3. With appropriate supervision, work with the Team Leader, Legal Services Manager or Assistant Director 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.
4. To provide advice and guidance to the Council, 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 Manager.
5. To advise on the financial implications of the individual caseload in order to minimise the Council's financial liabilities.
6. To maintain a thorough knowledge and understanding of the relevant practice as an advocate of law.
7. To represent the Council in appropriate courts and tribunals dealing with complex and contentious cases.

8. 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.
9. Supporting and assisting the other lawyers in the team by covering hearings, panels, committees, forums and meetings as required.
10. Use of general and internal IT packages.
11. 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.
12. Drafting pleadings and other documentation.
13. To develop the scope of the job in a way which will contribute to its effectiveness and efficiency for legal services and the council.
14. To contribute to his/her own training and development needs.
15. 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.
16. To carry out 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.

**Responsible for:** Providing professional support and guidance to other team members

**Responsible to:** Legal Services Manager

**Date Reviewed:** September 2014

**Updated:** January 2022



Coventry City Council

## Person Specification

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<b>Service:</b>	Legal Services – People Team	<b>Post Number:</b>	
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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A good knowledge and understanding of local government and administrative law, including the changes facing local authorities.</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge and understanding of office procedures relevant to a busy Legal office.</li></ul>
	<ul style="list-style-type: none"><li>• Good knowledge of law relating to children, adult social care, education, mental health and/or no recourse to public funds.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to demonstrate a clarity of thought and expression and be able to communicate effectively at all levels both orally and in writing.</li></ul>
	<ul style="list-style-type: none"><li>• Able to manage complex projects.</li></ul>
	<ul style="list-style-type: none"><li>• Able to give good, sound, 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.</li></ul>
	<ul style="list-style-type: none"><li>• Be a professional who has developed interpersonal and other skills and expertise that enables him/her to operate at a senior level.</li></ul>
	<ul style="list-style-type: none"><li>• Proven ability to manage a full and substantial workload of matters including some of a high level of complexity.</li></ul>
	<ul style="list-style-type: none"><li>• 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 his/her field of expertise competently recognising when he/she lacks the requisite knowledge and requires professional support and supervision.</li></ul>
	<ul style="list-style-type: none"><li>• Customer focussed, understands the nature of local government in-house legal service and contributes positively to service development and continuous improvement.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work as an integrated part of the wider Legal Services Team, is supportive of colleagues and management.</li></ul>
	<ul style="list-style-type: none"><li>• Able to supervise and provide professional support to colleagues in a positive and developmental way.</li></ul>

	<ul style="list-style-type: none"> <li>• Able to organise, prioritise and take responsibility for a demanding and complex workload and to demonstrate flexibility to carry out successfully specialist tasks outside normal areas of operation under appropriate supervision.</li> </ul>
	<ul style="list-style-type: none"> <li>• Capable of working enthusiastically as a member of a team covering a wide range of subject areas and to be able to supervise work at a senior level.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to adapt and contribute positively to new ways of working.</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to evaluate personal development needs in relation to the Directorate Operational Plan and customer requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>• Commitment to effective use of IT resources and customer care principles.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience and understanding of the law relating to children, adult social care, education, mental health and/or no recourse to public funds at a complex level.</li> </ul>
	<ul style="list-style-type: none"> <li>• Working with elected Members or other senior managers, external agencies, other professionals and clients, including attendance and advice at meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>• A track record of meeting strict deadlines and timescales.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working in an in-house local government Legal Service or other equivalent relevant experience.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• An experienced Solicitor, Barrister or Chartered Legal Executive (Fellow).</li> </ul>
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<b>Special Requirements:</b>	Attendance at meetings outside normal office hours may occasionally be required.
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**Date Reviewed:** September 2014

**Updated:** January 2022