



Coventry City Council

Job Description

Post:	Lawyer	Job Number:	A5821
Service:	Law and Governance	Post Number:	
Location:	8 th Floor One Friargate	Grade:	9

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, associated organisations (such as schools and wholly owned companies) its Directorates and Service Areas, taking personal responsibility for handling matters and giving advice.
2. To provide professional support to the Team Leaders, Head of Service and/or Director

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 protect its legal and financial interests.
3. With appropriate supervision, work with the Team Leader, Head of Legal and Procurement Services or Director of Law and Governance 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 Leader.
5. To advise on the financial implications of the individual matters 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. To attend and give advice at Council Member meetings, committees, boards and hearings.

9. Have 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.
10. Support and assist the other lawyers in the team by covering hearings, panels, committees, forums and meetings as required.
11. Use of general and internal IT packages.
12. Provide training, support and mentoring to colleagues, Members, client and other legal staff, displaying good leadership qualities, within all areas of Legal Services as and when required.
13. Draft pleadings and other legal documentation.
14. To develop the scope of the job in a way which will contribute to its effectiveness and efficiency for Legal Services and the council.
15. To contribute to their own training and development needs.
16. To conduct all work in accordance with practice management standards laid down by the Practice Manual and all other departmental and corporate performance standards in order to maintain a standard of excellence.
17. 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 Council teams

Responsible to: Team Leader and/or Head of Legal and Procurement Services

Date Reviewed: June 2022

Updated: