

Job Description and Person Specification

SENIOR LEGAL OFFICER – CASE MANAGEMENT TEAM

Job Details	
Grade	6
Service	LEGAL SERVICES
Location	ONE FRIARGATE, 8 th FLOOR
Job Evaluation Code	P1493D

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
<p>Working as a Senior Legal Officer within the Case Management Team, Legal Services.</p> <ol style="list-style-type: none"> 1. Support the team in providing a comprehensive legal service to the Council, its Directorates and Service Areas in relation to their work areas. 2. 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.

Main Duties & Key Accountabilities

As a Senior Legal Officer within the Case Management Team:

1. Provide legal and case management support to the service.
2. Represent the service and clients at court, meetings, panels and other relevant forums.
3. Draft court documents, letters, reports.
4. Identify and obtain witness statements and other evidence.
5. Consider relevant evidence to guide Client Departments in decision-making
6. Provide assistance on legal matters as requested by Lawyers on matters relating to Children's Services;
7. Liaise with social workers, professional and lay witnesses, expert witnesses, outside agencies, Counsel and Solicitors in the conduct of matters falling within duties above.
8. Undertake quality assurance of letters, Section 7 and Section 37 reports, PLO letters, witness statements, risk assessments, safety plans and all other documentation relating to allocated cases.
9. Use general and internal IT systems effectively.
10. Supervise and support less experienced staff and legal support as required, demonstrating strong leadership.
11. Provide training to colleagues and clients where appropriate.
12. Maintain and develop own training needs, undertaking research, analysis and ongoing updates of legal knowledge.
13. Build strong and effective links within Legal Services, support services and with customers across other directorates.
14. Manage changes in responsibilities or working methods as required.
15. Undertake general and specific work allocated within the Case Management Team to support lawyers, the Team Leader and Deputy Team Leader.
16. Communicate effectively with the Team Leader/Deputy to support the efficient operation of the Team and Legal Services.
17. Ensure all correspondence and enquiries are actioned appropriately.
18. Contribute to developing the role to enhance efficiency and effectiveness within Legal Services.
19. Carry out all work in accordance with Law Society (Lexcel) practice management

standards and departmental/corporate performance requirements.

Key Relationships

External:	Courts, Police, CAFCAS, Solicitor Firms	Internal:	Instructing Departments
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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 areas of children's law.
	Knowledge and understanding of office procedures relevant to a busy Legal office
	Proficiency in IT skills, e.g. Microsoft Outlook, Word, Excel, Powerpoint and Case Management Systems

Skills And Ability	Ability to draft legal documents, letters, emails and reports
	Legal research and analysis
	Clear, effective oral and written communication.
	Basic expertise in at least one relevant area of law
	Ability to plan, organise and manage workload to meet timescales.
	Adaptability to new areas of work, recognising when support or supervision is needed.
	Customer-focused, with understanding of local government in-house legal services and commitment to service improvement.
	Ability to work collaboratively within the Legal Services team and support colleagues
	Ability to work enthusiastically across a wide range of subject areas.
	Ability to assess personal development needs in line with service priorities.
	Commitment to effective use of IT and customer care principles.
	Ability to support non-complex matters and provide sound, pragmatic and concise advice to colleagues and officers.
Experience	Experience in Children's Law
	Experience representing clients at court, meetings, panels or similar forums (or equivalent).
	Experience in an in-house local government legal service (or equivalent).
	Proven ability to meet strict deadlines.
Qualification	Law Degree or Level 3 ILEX or equivalent relevant experience
Special Requirements	None

Declaration	
Reviewed/Created By:	

Job Title:	Team Leader	Date:	November 2025
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