

Job Description and Person Specification

SENIOR LEGAL OFFICER (PLANNING) – PLACE TEAM

Job Details	
Grade	6
Service	LEGAL AND PROCUREMENT 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

<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 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. 3. To handle a case load primarily of planning and highway related matters. 4. To undertake all legal services work as required, with appropriate supervision and professional support.

Main Duties & Key Accountabilities
Provide legal and case management support to the service.
Preparation of legal documentation and to follow through matters to completion.
Consider and provide advice to the client department on documentation prepared.
Representation of the service and clients at court, meetings, panels and other forums as required.
Attend civil courts and tribunals commensurate to the grade and level of the post.
Use of general and internal IT packages.
Provide informal support and supervision to junior members of staff
Provision of training to colleagues and clients as appropriate.
Research, analysis and continued updating of legal knowledge.
To develop the scope of the job in a way which will contribute to its effectiveness and efficiency for legal services
To contribute to his/her own training and development needs
Any other duties and responsibilities within the range of the salary grade.
To conduct all work in accordance with practice management standards and all other departmental and corporate performance standards in order to maintain a standard of excellence.

Key Relationships			
External:	External law firms and solicitors Members of the public Other local authorities, partners and external bodies, government departments, other professionals (legal and others) courts and tribunals.	Internal:	Members of the Place Team Service colleagues Head of Service Elected Members Client Departments including: - Planning Highway

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	A good knowledge and understanding of local government and administrative law, planning and, highways.
Knowledge	Knowledge and understanding of office procedures relevant to a busy Legal office.
Knowledge	Proficiency in IT skills, e.g. Microsoft Outlook, Word, Excel, PowerPoint and Case Management Systems
Skills And Ability	Ability to review and draft documentation including, notices, letters, drafting of legal documentation including S.106 Agreements, Unilateral Undertakings, Deed applicable to the specialist areas of the team.
Skills And Ability	Ability to carry out legal research and analysis
Skills And Ability	Able to demonstrate a clarity of thought and expression and be able to communicate effectively both orally and in writing.
Skills And Ability	Proven ability to plan, organise and manage workload with efficiency and economy meeting agreed timescales.
Skills And Ability	Able to give good, sound, pragmatic, concise and clear advice to colleagues in Legal Services and officers in other departments
Skills And Ability	Effective communication and interpersonal skills in a professional way.

Skills And Ability	Ability to 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.
Skills And Ability	Customer focussed, understand the nature of local government in-house legal service and contributes positively to service development and continuous improvement.
Skills And Ability	Ability to work as an integrated part of the wider Legal Services Team, is supportive of colleagues and management.
Skills And Ability	Capable of working enthusiastically as a member of a team covering a wide range of subject areas.
Skills And Ability	Commitment to effective use of IT resources and customer care principles
Experience	A track record of meeting strict deadlines and timescales.
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	Successful completion of a law degree or Level 3 CILEX or relevant legal office based experience or equivalent relevant experience.
Special Requirements	None

Declaration			
Reviewed/Created By:	Rob Parkes		
Job Title:	Team Leader (Place)	Date:	01/06/26