

# Job Description and Person Specification

Job Title: Lawyer



## Job Description

<b>Job Title</b>	Lawyer – People (People Team)
<b>Grade</b>	9
<b>Service</b>	Law and Governance
<b>Reports to</b>	Janice White
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	A5821



## 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 aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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

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 & Key Accountabilities

### Core Knowledge

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.

## Key relationships

<b>External</b> Court Safeguarding and other Statutory Partners	<b>Internal</b> Members Clients and Client Departments Legal Services
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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.

### 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:

Staff managed by postholder:

## Person specification

<b>Job Evaluation Code</b>	A5821
<b>Knowledge</b>	
A good knowledge and understanding of local government and administrative law, including the ongoing challenges facing local authorities.	
Knowledge and understanding of office procedures relating to busy Legal office	
Good knowledge of law relating to children, adult social care, education, mental health and/or no recourse to public funds.	
<b>Skills and Abilities</b>	
Able to demonstrate a clarity of thought and expression and be able to communicate effectively at all levels both orally and in writing.	
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	
Be a professional who has developed interpersonal and other skills and expertise that enables them to operate at a senior level	
Proven ability to manage a full and substantial workload of matters including some of a high level of complexity.	
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 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, is supportive of colleagues and management.	
Able 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 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 work 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 Plan and customer requirements.	
Commitment to effective use of IT resources and customer care principles	

<b>Experience</b>
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.
Working with elected Members or other senior managers, external agencies, other professionals and clients, including attending and giving advice at meetings.
A track record of meeting strict deadlines and timescales.
Experience of working in 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>		<b>Date Reviewed</b>	February 2023
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