Job Title

Legal Executive/Solicitor/Barrister (Level 2) – Contracts  
Grade: 10

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire Legal Services is a support service within the Corporate Services Directorate. It provides quality services, within resources, promoting Staffordshire County Council’s pursuit of excellence.

Staffordshire Legal Services also provides services to a range of external clients which are effective, customer friendly and provide value for money.

We endeavour to deliver by taking into account our customer commitments, our values and our individual targets.

Reporting Relationships

Responsible to: Team Senior / DLSM (Contracts)

Responsible for: (Not applicable)

The post holder must have qualified as a Solicitor, or a Fellow of CILEX (and therefore eligible to be called a ‘Legal Executive’) or be a qualified Barrister. The post holder will undertake reasonably complex legal case work relevant to length of experience/job requirements and the workload must be clearly and consistently in excess of the general level of complexity dealt with at Lawyer 5. Full case load/chargeable hours target of 1350 hours for a FTE is generally anticipated. The post holder must also have a minimum of 2 years post qualification experience in a relevant legal environment and be capable of working with a relatively low level of supervision and professional support. The post holder may also be required to assist Lawyer 8 by undertaking workload reviews (on request only) for other staff below this grade of 10 (Lawyer 6). The post holder will be also be expected to pass on some work elements of their own case files to other fee earners where appropriate and participated in the training and guidance of other staff. The post holder must have a good understanding of County Council procedures and such of other relevant clients. Cover for other colleagues in same team during periods of holiday etc. All fee earning post holders must have a commercial awareness and behaviors applied to the mixed range of clients. Targets are anticipated to be discussed within the MPC process.

**Key Accountabilities**

* To draft and advise on and in relation to relatively complex legal and procurement matters including but not limited to Frameworks, Agreements for Services, and/or Goods and Services; Consultants Appointments, Warranties, Licences, attendances at committees and project boards.
* Advising generally on procurement, governance and contract matters including the application of the Public Contracts Regulations and internal Standing Orders and Financial Regulations, interpreting existing contracts and advising on their application.
* Undertake legal case work relevant to qualifications and experience.
* Delegate specific aspects of the case load to increase individual capacity for additional work at an appropriate level.
* Work with clients to advise and guide their actions in order to facilitate successful solutions and outcomes.
* To be alert to business generation opportunities and seek to exploit them either directly or in liaison with an appropriate colleague.
* Supervise the workload and professional development of designated staff.
* Undertake relevant project work as required by the work stream
* To comply with employee’s health and safety responsibilities.
* To carry out such other duties as may reasonably be required.

**Additional**

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| --- | --- |
| Driving Requirement | Yes |
| Car Allowance | Casual |
| Worker type | Flexible |
| Flexi time | Yes |

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| --- | --- | --- |
| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Qualified solicitor with practicing certificate or equivalent as per job description. * Minimum of 2 years post qualification experience in relevant legal environment. | A |
| **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * A good understanding of County Council processes and procedures. * An appreciation of the political environment and an appreciation of wording with councilors. * Competently manage a case load of relevant complexity. * Demonstrate knowledge and understanding of the theory and principles underpinning the relevant field or discipline. * Utilise professional knowledge, combined with an understanding of council policy, to advise upon or determine the appropriate course of action. * Ability to work autonomously, planning and prioritising own workload, in order to achieve the goals, targets and responsibilities. * Knowledge and understanding of staff supervision and development. * Be able to provide analysis or explanations for others and translate technical or procedural understanding into appropriate language and/or information. * Understand how to persuade and negotiate in an assertive manner whilst being sensitive to the views of others. * Ability to analyse situations, determine problems and identify appropriate solutions within grade. * Knowledge of project working and methodology. | All by A/I |
| **employer_small** | **Skills**   * To be able to contribute the team by supporting, influencing and motivating others. * Ability to work under pressure. * Ability to work on own initiative. * Customer focused, with a solutions driven approach. * Ability to communicate effectively using different channels. | A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language, on cassette or disc, please ask us by contacting

Talent & Resourcing Team on 01905 947446

**Shared Services on 01905 947446**