

Team Senior Lawyer

Grade 12

About the Service

Staffordshire Legal Services is an accredited professional advisory service for the whole Council, based within the Finance and Resources Directorate. It provides quality services, 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 Council values and our individual objectives.

About the Role

The Team Senior Lawyer (TSL) plays a vital role in ensuring that the team that they have responsibility for delivers the optimum client service. They will do this by supporting team members and by working to develop an insightful knowledge about the client, which will place them in best position possible to allocate and manage work effectively. In addition, the TSL has responsibility for completing aspects of highly complex legal casework, to include the drafting and negotiating of complex legal documents, in order to achieve the optimum outcome for the client.

They will represent and advise the relevant client at all high-level case related meetings. Conduct complex advocacy on evidence. To include cross-examination of witnesses and experts at court hearings, contested advocacy at small claims case management hearings/ dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees, as required by the relevant specialism area. The post holder will also have fee-earner responsibility on a small number of highly complex cases in order to achieve the optimum outcome for the client.

The work of the TSL will be crucial in delegating case work from the client, consistently assessing capacity and delegating work to team members in order to ensure a high quality of service delivery. They will identify, and where appropriate, escalate risk and any potential implications to senior management.

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The TSL will have a comprehensive understanding of the financial budget relevant to their team, and wider Legal Services Team, and they will work to ensure that the team fulfils any target aligned to that budget area.

They will attend both operational and strategic meetings with senior management and will build positive working relationships with senior managers within the client departments and partner agencies.

They will be able to shape their teams by taking an active role in recruitment as well as by leading on any project work set by the senior management team.

A high standard of computer literacy is required and the TSL must be able to use IT and case management systems to conduct their case work and support them in managing their teams.

Reporting Relationships

Responsible to: Deputy Legal Services Manager

Responsible for: G5 to G11 Officers, Paralegals, Legal Executives/Lawyers/Senior Lawyers

Key Accountabilities:

1. Managing the flow of work from the client, consistently assessing capacity within the team and delegating work in order to ensure a high quality of service delivery.
2. Identifying and managing risk as defined by the office manual or risk registers and escalating any potential implications to senior management.
3. Completing aspects of highly complex legal casework, to include the drafting and negotiating of complex legal documents, in order to achieve the optimum outcome for the client.
4. Represent the relevant client at all high-level case related meetings, Including conducting complex advocacy on evidence, to include cross-examination of witnesses and experts at court hearings. To include contested advocacy at small claims case management hearings/ dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees. All as required by the relevant specialism area, on a smaller number of highly complex cases in order to achieve the optimum outcome for the client.
5. Ensuring strict adherence to the Legal Services Unit's quality standards (Lexcel) and leading by example in completing time-recording in order to maintain the professional

- standards and contribute to the process of securing re-accreditation.
6. Coordinating and updating training packages, taking the lead from Principal Lawyers, to be delivered to the client department and utilised to induct new staff members.
 7. Handling confidential data sensitively and securely in accordance with policy and statutory requirements.
 8. Leading on elements within the Legal Services Unit's marketing and selling services commercial activities when required, in order to support the wider legal Services business objectives.
 9. Appraising the work and professional development of multiple designated staff members as required.
 10. Demonstrating an understanding of the overall financial picture in order to help achieve the financial objectives of the LSU and presenting creative solutions to ensure that the LSU stay with budgetary restrictions.

Person Specification

Qualifications/Professional membership

- Solicitor/Lawyer, Fellow of CILEX or a Barrister with practising certificate
- Substantial experience in relevant legal environment
- Member of the CMI or other Management or Training Institution or equivalent experience

Knowledge and Experience

- Experience of supervising/mentoring staff and of coordinating and delegating legal cases/tasks to a team to achieve service delivery.
- Extensive experience in the relevant field in a legal environment and an in-depth understanding of the laws relating to the role and demonstrable experience of completing all aspects of complex legal casework
- Experience of representing clients at high level case related meetings and conducting complex advocacy on evidence. This includes cross-examination of witnesses and experts at court hearings, contested advocacy at small claims case management hearings/ dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees, as required by the relevant department, in a small number of cases.
- Whilst no previous local government experience is necessary, must demonstrate a comprehensive understanding of the work done by the Council and an awareness of the political make-up of the Council.
- Extensive experience of providing risk-based advice in order to protect and promote the client department's objectives
- Demonstrable experience of working under pressure, meeting completing demands, and consistently maintaining a high standard of work
- Experience of working using IT, with the ability to work all elements of M365 and a case management system with experience of handling and processing sensitive data in accordance with policy and guidance
- Experience of building positive constructive relationships with senior management and external partnership agencies
- Experience of working within set budgetary restraints and an awareness of the importance of contributing toward the financial strategy
- Experience of leading on initiatives and tasked project work
- Experience of contributing to the recruitment and retention of staff
- Ensuring compliance with Lexcel professional standards

Skills

- Ability to clearly and engagingly communicate in all media forms; verbally, digitally and in writing
- Ability to draft complex legal documents
- Ability to influence, persuade and negotiate
- Ability to work effectively both as a team member and independently
- Able to use own initiative
- Flexible and able to adapt to change and aim to achieve continuous improvement
- Effective time management and prioritisation skills
- Meticulous attention to detail
- Ability to work under the demands of competing pressures
- Ability to coordinate different work streams and delegate work in order to create capacity
- Ability to lead a team and decision make with confidence and authority

**This post is designated as a casual/an Essential Car user
The content of this Job Description and Person Specification will be reviewed on a regular basis.**