

Legal Officer (Level 2) Grade 8

About the Service

Staffordshire Legal Services is a support service within the Finance and Resources 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.

About the Role

Reporting Relationships

Responsible to: Team Senior Lawyer/ Lawyer

Responsible for: N/A

Key Accountabilities:

1. Legal action on all aspects of public rights of way and access land.
2. To deal on a day to day basis with the legal and administrative work of the Department relating to public rights of way, village greens and access land, including the delivery of clients' performance targets, legal advice.
3. To progress applications/proposals to modify the Definitive Map of Public Rights of Way including: the preparation and presentation of reports on modification applications to the County Council's Committees and Panels; the consequential procedures following the determination of applications; the preparation for and assistance with related public inquiries and appeals.

4. Deal with the County Council's legal functions under the Countryside and Rights of Way Act 2000 (CROW) or any subsequent re-enactment thereof.
5. Deal with requests and notices arising under Section 36 and Section 56 of the Highways Act 1980.
6. To prepare and issue statutory notices relating to obstructed rights of way; to prepare and prosecute cases of obstruction in the Magistrates Court, and to conduct related litigation.
7. To draft, negotiate and settle agreements, notices and orders relating to the County Council's rights of way functions.
8. To investigate and report on rights of way matters to be considered by Committees and Sub-Committees and Panels.
9. Maintaining spreadsheets of Rights of Way applications and Orders as required by Lawyer.
10. To deal with complaints from Corporate Complaints and applicants and Freedom of Information requests with supervision from Lawyer where necessary
11. To assist more junior staff in the Rights of Way team to prepare and check reports to go to CROW Panel.
12. Miscellaneous litigation.
13. Adherence to the Legal Services Unit's quality standards (Lexcel) including time-recording.
14. To undertake in-service training as required by the training plan and to participate in the in-service training of other staff.
15. To comply with employee's health and safety responsibilities.
16. Such other duties as may reasonably be required

Person Specification

Qualifications/Professional membership

- Completed Cilex levels 3 and 6 Diploma in Law and Practice or be an LPC graduate or equivalent.

Knowledge and Experience

- Provide expertise to directly advise, guide or support operations within a technical or administrative area.
- Contribute to decisions beyond their immediate function.
- Contribute by supporting or influencing through others.
- Ability to handle own case load.
- Ability to delegate.
- Sufficiently thorough understanding of the techniques, procedures and services in area to deal with the majority of day-to-day problems and queries.
- Combining to some degree the elements of planning, organising, directing, and controlling.
- Ability to focus and develop the services provided in accordance with the Council's strategic goals.
- Ability to work autonomously, planning and prioritising own work, in order to achieve the goals, targets and responsibilities established by line manager.
- Ability to influence, develop and change the motivation and behaviour of others.
- Ability to interpret within parameters, how to achieve given aims.
- Experience of /and ability to analyse situations, identify problems and find effective solutions.
- Clear and effective communication skills.

Skills

- Ability to work under pressure.
- Ability to work on own initiative.
- Flexible, innovative and persuasive approach.
- Customer focused, with solution driven approach.
- Team player.

This post is designated as a casual Car user

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