

Senior Lawyer Grade 11

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

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, flourish and contribute to our ambitious plans. Our values are at the heart of 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 the people of Staffordshire
- 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 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 Senior Lawyer will have subject matter expertise and will work in a main specialism area within the Legal Services Team. There will be opportunities to work in different specialism areas, subject to objective setting and the needs of the business. .

The post holder will be responsible for progressing highly complex legal cases and identifying any risks on the cases that are allocated to them. They will use their own initiative and work well under pressure, meet competing demands, and will take responsibility for maintaining their legal knowledge to assist them in consistently maintaining a high standard of work.

The post holder will represent the relevant client department, at all case related meetings. They will conduct complex advocacy at court hearings/small claims case management hearings/ dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees, as required by the relevant department.

With compelling verbal and proficient written communication skills, and with meticulous attention for detail, they will deliver a high standard of legal advice when providing advice for the client.

The role involves operating with a high standard of computer literacy and the Senior Lawyer will use IT and case management systems to manage their own case work and to support those that they manage. The post holder will appraise the work and professional development of those that they line manage.

The post requires the handling of sensitive data in accordance with policy and guidance.

Reporting Relationships

Responsible to: Team Senior Lawyer

Responsible for: G5 to G10 Officers, Paralegals, Legal Executives/Lawyers

Key Accountabilities:

1. Complete all 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.
2. Represent 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 department.
3. Support the wider areas of the Legal Services Unit (LSU) with complex casework, with the required training and appropriate supervision, in order to help achieve the objectives of the LSU.
4. Leading by example in ensuring compliance in legal service quality standards (as defined by LSU Office manual and Lexcel). Completing and promoting time-recording in order to maintain the professional standards and contribute to the process of securing re-accreditation.
5. Deliver chargeable hour targets as set by the Legal Services Manager.
6. Undertake training as required by the training plan and deliver in-service training to the client department.
7. Handle confidential data sensitively and securely in accordance with policy and statutory requirements.

8. Lead on any delegated elements within the Legal Services Unit's LSU's marketing and selling services commercial activities, within their specialism when required, in order to support the wider business objectives.
9. Appraising the work and professional development of designated staff members as required.
10. Demonstrate an understanding of the overall financial picture in order to help achieve the financial objectives of the LSU.
11. Identify and lead on operational initiatives to ensure the best practice within teams.
12. Undertake relevant project work as required by LSU and to assist team seniors and the senior management team as directed.
13. Carry out such other duties as may reasonably be required.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally, regionally and nationally.

This post has no political restriction.

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> Solicitor/Lawyer, Fellow of CILEX or a Barrister with practising certificate 	A
  	Knowledge and Experience <ul style="list-style-type: none"> Extensive experience in the relevant field in a legal environment Experience of managing/supervising/mentoring staff members Demonstrate an extensive understanding of the law relating to the role Whilst no previous local government experience is necessary, must demonstrate a comprehensive understanding of the work done by Council and an awareness of the political make-up of the Council Demonstrable experience of completing all aspects of complex legal casework Representing and advising the relevant client at all high level case related meetings. To 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 department in a small number of cases. Demonstrable experience of working under pressure, meeting completing demands, and consistently maintaining a high standard of work 	A A/I/T A A/I/T A/I/T A A/I/T

	<ul style="list-style-type: none"> • Experience of handling and processing sensitive data in accordance with policy and guidance • Experience of using IT, with the ability to work all elements of M365 and a case management system • Experience of working within set budgetary restraints • Experience of leading on initiatives and tasked project work • Ensuring compliance with Lexcel professional standards 	A/I/T A/I/T A/I/T A/I/T A/I/T
 	Skills <ul style="list-style-type: none"> • Ability to clearly, competently, 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 	A A A/I/T A/I/T A/I/T A/I/T A/I/T A/I/T



*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form,

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they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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 01785 278300