

Team Senior Solicitor/Team Senior Legal Executive/Team Senior Barrister –  
Grade 12

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: Deputy Legal Services Manager (Contentious)

Responsible for: G6/G7/G8/G9/G10 Paralegals, Legal Executives/Solicitors/Barristers

The post holder must have an in-depth understanding of the law relating to the post and whilst no previous local government experience is necessary, they must be able to demonstrate a comprehensive understanding of the work done by relevant public sector services.

They must have experience of managing a team of people with both an operational and a strategic overview.

The post holder will have experience of conducting all aspects of complex legal cases however their main focus will be coordinating and delegating legal cases to the team to achieve service delivery. The post holder will be proficient at identifying and managing risk and will be skilled in providing risk-based advice to protect the local authority.

The post holder will be proficient in representing the relevant client department, at all case related meetings and at conducting 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, on a smaller number of cases.

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

They must have excellent communication skills and be able to build appropriate relationships to ensure that they elicit the best from team members in order to meet the business need. They will appraise the work and professional development of staff members.

The post holder will work within the financial restraints of the LSU.

The post holder must have a high standard of computer literacy and be confident to use IT and case management systems. They must be confident in handling sensitive data in accordance with policy and guidance.

They will take an active role in recruitment and will lead on any project work set by the senior leadership team.

Key Accountabilities:

1. Responsible for completing aspects of 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, on a smaller number of highly complex cases in order to achieve the optimum outcome for the client.
3. Managing the flow of work from the client, consistently assessing capacity and delegating work in order to ensure a high quality of service delivery
4. Identifying and managing risk and escalating any potential implications to senior management
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 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.

11.Identifying and leading on operational and strategic initiatives to ensure the best practice within teams

12.Undertaking relevant project work as required by LSU and assisting the senior management team as directed.

13.Consistently achieving chargeable hour targets as set by the Legal Services Manager.

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, Fellow of CILEX or a qualified Barrister with practicing certificate | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Extensive experience in the relevant field in a legal environment and an in-depth understanding of the laws relating to the role * 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 * Demonstrable experience of completing all aspects of complex legal casework * Represent the relevant client at 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, in a small number of cases. * Experience of supervising/mentoring staff and of coordinating and delegating legal cases/tasks to a team to achieve service delivery. * 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 handling and processing sensitive data in accordance with policy and guidance * Experience of working using IT, with the ability to work all elements of Microsoft Office and a case management system * 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 | A/I  A/I  A/I  A/I  A/1  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
|  | **Skills**   * Ability to clearly, confidently, and effectively communicate in all media forms; verbally, digitally and in writing * Ability to draft complex legal documents * 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 |  |

**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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**