Job Title

Senior Solicitor/Legal Executive/Barrister (Level 2) – (Contracts)   
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 (Non Contentious)

Responsible for: Professional Supervision of in the region of approximately 2-4 fee earners, actual identification of whom can be found in the organisational chart as updated from time to time.

Position Overview

The post holder must either be a Solicitor, or Legal Executive who is a Fellow of CILEX or a qualified Barrister. Complex legal case work commensurate with the post, which could involve giving in-depth legal and strategic legal advice on projects from time to time, requiring the ability to apply previous experience to create new and unique solutions tailored to specific situations and client requirements. Must have a comprehensive understanding of County Council and other client structures and procedures. The ability to demonstrate an in-depth knowledge of legal specialism is essential as is the ability to train/guide others in the giving of professional legal advice but also to be able to offer balanced risk advice for the benefit of the clients’ desired outcomes. Post holder must have a minimum of 6 years’ experience post legal qualification and at least 3 years’ experience of supervision of other legal staff and working within a diverse legal environment for example, organising / working with other professional, courts, witnesses, external stakeholders, handling and delivering within a mixed client involvement. Cover for other colleagues during absence particularly Deputy Legal Services Manager. Professional workload review of others together with allocation of work is expected as will be My Performance Conversations (or similar). Accountability for delivery of chargeable targets via professional support is expected. Some assistance with other supervisory duties of staff as instructed by Deputy Legal Services Manager or above from time to time. Must have and demonstrate a commercial awareness and behaviors applied to the mixed range of clients and be able to ensure others work to and within such.

Key Accountabilities:

1. Conduct complex legal advice to clients (both internal and external to the County Council) within own specialism(s).
2. To undertake legal input into strategic legal advice, appreciating and working within a multi-disciplinary environment.
3. Professional support to other staff so as to ensure consistency of quality of service, risk balanced advice, within timescales agreed by clients, with particular emphasis on driving the commercial agenda forward as directed.
4. To manage delivery of workload, in particular the achievement of targets and performance of other staff.
5. Assisting Legal Service Managers and Deputies from time to time as directed. Such direction to include leading on or assisting in ad hoc pieces of work e.g. cultivating clients and marketing strategy for such, integration of new work / teams within the department and / or assisting Deputy or Legal Services Manager in day to day management role.
6. Ensure knowledge transfer, where and when appropriate, between external legal advisers and internal staff and between staff within the client organisation, including facilitating the provision of training where appropriate.
7. Adherence and securing adherence to the Legal Services Unit’s quality standards (Lexcel) including time-recording and contributing to the process of securing re-accreditation as and when.
8. To undertake training delivery from time to time.
9. To comply with employee’s health and safety responsibilities.
10. Contribute positively to Legal Services’ marketing and selling services commercial activities.
11. To carry out such other duties as may reasonably be required, including complaint investigations.

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, Barrister or Legal Executive. | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Minimum of 6 years post qualification experience * Full understanding of management and quality systems * Minimum of 3 years’ experience of managing/supervising staff * Full understanding of Local Authority procedures, including those that are external customers and/or other customers * Ability to undertake the most complex casework * Can think within substantially diversified, established procedures, standards and/or precedents and train/assist others to be responsive and risk balanced in their advice/other dealings with clients * Proven ability to influence the actions and motivations of different stakeholders. * Effective time management and prioritisation skills * Well developed interpersonal and communications skills * Experience of working in a multidisciplinary team | A/I  A/I/T  A/I  A/I/T  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Professional approach * Ability to work under pressure * Ability to remain professional and courteous at all times in the face of conflicting demands. * Ability to work on own initiative and within a team environment. * Adopts a flexible and innovative approach to problem solving * Customer focused, with solution driven approach   This post is designated as a casual car user | A/I  A/I  A/I  A/I  A/I  A/ |

**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 and Resourcing Team on 01905 947446**

**Shared Services on 01905 947446**