

## Senior Lawyer Grade 11

### **About the Service**

Staffordshire Legal Services is an accredited professional advisory service for the whole Council, based within the Corporate Services 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

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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.

## Person Specification

### Qualifications/Professional membership

- Solicitor/Lawyer, Fellow of CILEX or a Barrister with practising certificate

### Knowledge and Experience

- 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
- 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

### Skills

- 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

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- Ability to work under the demands of competing pressures
- Ability to coordinate different work streams and delegate work in order to create capacity

**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.**