

Team Senior Lawyer Grade 12

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 Team Senior Lawyer (TSL) plays a vital role in ensuring that the team that they have responsibility for delivers the optimum client service. They will do this by supporting team members and by working to develop an insightful knowledge about the client, which will place them in best position possible to allocate and manage work effectively. In addition, the TSL has responsibility for completing 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.

They will represent and advise 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 specialism area. The post holder will also have fee-earner responsibility on a small number of highly complex cases in order to achieve the optimum outcome for the client.

The work of the TSL will be crucial in delegating case work from the client, consistently assessing capacity and delegating work to team members in order to ensure a high quality of service delivery. They will identify, and where appropriate, escalate risk and any potential implications to senior management .

The TSL will have a comprehensive understanding of the financial budget relevant to their team, and wider Legal Services Team, and they will work to ensure that the team fulfils any target aligned to that budget area.

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

60000849/G12/CAS
(updated 18/09/2025)

They will be able to shape their teams by taking an active role in recruitment as well as by leading on any project work set by the senior management team.

A high standard of computer literacy is required and the TSL must be able to use IT and case management systems to conduct their case work and support them in managing their teams.

Reporting Relationships

Responsible to: Deputy Legal Services Manager

Responsible for: G5 to G11 Officers, Paralegals, Legal Executives/Lawyers/Senior Lawyers

Key Accountabilities:

1. Managing the flow of work from the client, consistently assessing capacity within the team and delegating work in order to ensure a high quality of service delivery.
2. Identifying and managing risk as defined by the office manual or risk registers and escalating any potential implications to senior management.
3. Completing 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.
4. Represent the relevant client at all high-level case related meetings, Including conducting complex advocacy on evidence, to include cross-examination of witnesses and experts at court hearings. To include contested advocacy at small claims case management hearings/ dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees. All as required by the relevant specialism area, on a smaller number of highly complex cases in order to achieve the optimum outcome for the client.

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, taking the lead from Principal Lawyers, 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.

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:

60000849/G12/CAS
(updated 18/09/2025)

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
	<ul style="list-style-type: none"> Substantial experience in relevant legal environment 	A
	<ul style="list-style-type: none"> Member of the CMI or other Management or Training Institution or equivalent experience 	A
 	Knowledge and Experience <ul style="list-style-type: none"> Experience of supervising/mentoring staff and of coordinating and delegating legal cases/tasks to a team to achieve service delivery. 	A/I
	<ul style="list-style-type: none"> Extensive experience in the relevant field in a legal environment and an in-depth understanding of the laws relating to the role and demonstrable experience of completing all aspects of complex legal casework 	A
	<ul style="list-style-type: none"> Experience of representing clients at high level case related meetings and conducting complex advocacy on evidence. This includes 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. 	A
	<ul style="list-style-type: none"> 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 	A/I/T

	<ul style="list-style-type: none"> • 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 working using IT, with the ability to work all elements of M365 and a case management system with experience of handling and processing sensitive data in accordance with policy and guidance • 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/T A/I A/I A/I A/I
 	Skills <ul style="list-style-type: none"> • Ability to clearly 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 	A A A/I I/T I/T I/T

	<ul style="list-style-type: none"> • Effective time management and prioritisation skills 	I/T
	<ul style="list-style-type: none"> • Meticulous attention to detail 	I/T
	<ul style="list-style-type: none"> • Ability to work under the demands of competing pressures 	I/T
	<ul style="list-style-type: none"> • Ability to coordinate different work streams and delegate work in order to create capacity 	I/T
	<ul style="list-style-type: none"> • Ability to lead a team and decision make with confidence and authority 	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, 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