

Job Title	Deputy Legal Services Manager
Grade	14

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 Deputy Legal Services Manager (DLSM) will play a key role in meeting the vision of the Finance and Resources Directorate by ensuring that effective management and supervision is in place across the Legal Services Team. This role is critical in supporting Legal Services to provide a high-quality legal service to its clients.

The DLSM will have direct line management responsibility for G12 and/or G13 lawyers and Trainee Solicitors. The post will sit within one of three areas of the one Legal Services Team, namely within Contentious, Non-Contentious or Development. The role holder will be a key post in leading one of these three areas and will provide valuable support to the Legal Services Manager and County Solicitor by their attendance at Operational Meetings and Budget meetings. This will provide an opportunity for the DLSM to act as an agent for change and to be a leader to shape and develop the relevant team to achieve the objectives of the Legal Services Unit.

The post holder will work to supporting all Officers within the team to act in a way that is compliant with the law and accepted practice within regulatory frameworks. This includes a requirement for the DLSM to personally provide high quality and timely legal advice and undertake casework when required. This will also support the case holder with their CPD.

Building and developing effective relationships with individuals and organisations who are key partners and stakeholders to ensure their support and effective contribution to the legal process when requested.

Reporting Relationships

Responsible to: Legal Services Manager

Responsible for: Grade 12 Team Senior Lawyers and/or Grade 13 Principal Lawyers and Trainee Solicitors.

Key Accountabilities:

1. Ensuring the Legal Services Team have and maintain its fantastic reputation and relationship with internal clients and are able to support the financial position of the Legal Services Team and Staffordshire County Council. This will involve undertaking work for external clients when appropriate and undertaking direct management of client relationships.
2. Manage any relevant designated budget ensuring financial rigour and maximisation of income where possible.
3. Working closely with the Monitoring Officer, County Solicitor and Legal Services Manager to facilitate effective governance within the County Council especially, but not exclusively, in day-to-day operations within an internal client base. Ensuring that the Legal Services Team governance and decision-making processes enable it to get the job done by making sure that effective governance is used as an enabler and not a barrier. To work collaboratively to ensure that decisions are made, and consequent actions are taken in a well governed but timely way.
4. Participating in, and leading on if required, briefings to enhance and develop the County Council's decision making, policy development and policy review functions, such as, for example, Business Brief.
5. Lead on the development and delivery of a combined Legal Services Sales Strategy.
6. Assisting the Legal Services Manager as a change agent looking to take advantage of technological and other ways to support the delivery of better services. The DLSP shall support growth and development of all staff across the Legal Services Team where and when appropriate to do so. This will include managing and allocating resources to support both the strategic and operational planning of Legal Services.
7. Undertaking the comprehensive management and development of designated sections ensuring high levels of performance and quality within the priorities set for those teams which may change from

time to time. This is to ensure that the Legal Services Team work together to deliver the best service possible. The post-holder will work to support and grow the internal flex and resilience across teams. The post holder will take an innovative approach to enable the team to meet the new and changing needs of the client base. To support the team to meet the changing objectives and priorities set by Cabinet or by the Finance and Resources Director or County Solicitor.

8. Designing, preparing, implementing and monitoring the annual service Business/Delivery Plan. To manage designated services agreed within that Plan to appropriate quality standards and within budget.
9. Attending Committee as an expert legal advisor in a given subject area of law as and when required or as requested to support and assist in any function of the Council.
10. Deputising the Legal Services Manager post where required but working to support the Legal Services Manager in managing the agenda of change and improved levels of service delivery across Legal Services Unit. There will be a particular emphasis on ensuring that the Legal Services is as innovative, responsive, flexible and reactive as possible to the changing and new needs of the internal client base to meet Council priorities.

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 position is considered as a Politically Restricted Post under the Local Government and Housing Act 1989 and subsequent amendments introduced by the Local Democracy, Economic Development and Construction Act 2009.

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

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

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
	<ul style="list-style-type: none"> Solicitor, Barrister or Legal Executive with current practicing certificate or equivalent. 	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/I
	Knowledge and Experience	
	<ul style="list-style-type: none"> Demonstrable experience of managing a team of legal professionals in a dynamic environment to achieve a high standard of service delivery. 	A
	<ul style="list-style-type: none"> Demonstrable experience of empowering and successfully developing both individuals and legal teams to achieve a positive change. 	A/I/T
	<ul style="list-style-type: none"> Demonstrable ability to work collaboratively with a diverse range of stakeholders and staff to achieve a positive outcome and achieve a positive change in service delivery. 	A/I/T
	<ul style="list-style-type: none"> Demonstrable experience of independently undertaking legal casework of complexity to a high standard meeting requirements of the Council. 	A
	<ul style="list-style-type: none"> Demonstrable experience of managing budgets successfully. 	A/I/T

	<ul style="list-style-type: none"> Substantial experience of managing a breadth of varied work streams to maximize performance and guarantee the quality of output. 	A/I/T
	<ul style="list-style-type: none"> Substantial experience in utilising professional knowledge, combined with an understanding of policy, to advise upon or determine the appropriate course of action. 	A/I/T
	<ul style="list-style-type: none"> Substantial knowledge of performance management in a legal environment to facilitate work retention and generation. 	A/I/T
	<ul style="list-style-type: none"> Substantial experience in utilising professional knowledge, combined with an understanding of policy, to advise upon or determine the appropriate course of action, including staffing policies. 	A/I/T
	<ul style="list-style-type: none"> Significant experience and understanding of change management theories and significant experience of working to put those theories into practice. 	A/I/T
	<ul style="list-style-type: none"> Significant knowledge of in-house legal practice to be able to make a contribution to the future plans and activities of the service. With significant knowledge of County Council processes and procedures relating to the delivery of a legal service. 	A
	<ul style="list-style-type: none"> Significant knowledge of and significant experience of performance management in a legal environment to facilitate work retention and generation. 	A/I/T
	Skills	
	<ul style="list-style-type: none"> Able to work collaboratively, respectfully, professionally and constructively within the Legal Services Management Team and with a diverse range of professionals. 	I/T

	<ul style="list-style-type: none"> Integrity and Personal Responsibility, combined with effective interpersonal/people skills and personal resilience and a desire to embrace change. 	I/T
	<ul style="list-style-type: none"> Effective and engaging oral and written communication with demonstrable influencing and negotiating skills. 	A
	<ul style="list-style-type: none"> Effective people management and motivation skills with effective coaching skills. 	A
	<ul style="list-style-type: none"> Able to use M365 and a case management system. 	I/T
	<ul style="list-style-type: none"> Able to provide analysis or explanations for others and translate complex technical or procedural understanding into concise appropriate language and/or information. 	A
	<ul style="list-style-type: none"> Effective presentation and media skills and able to use digital tools to produce reports and presentations. 	I/T
	<ul style="list-style-type: none"> Able to analyse situations, identify problems and determine appropriate solution. 	I/T
	<ul style="list-style-type: none"> Ability to influence, persuade and negotiate. 	A/I
	<ul style="list-style-type: none"> Politically sensitive, diplomatic and astute 	A
	<ul style="list-style-type: none"> Able to manage projects and programmes and meet deadlines. 	I/T
	<ul style="list-style-type: none"> Ability to work independently, planning and prioritising own workload, in order to achieve the goals, targets and responsibilities and ensuring that supervised staff also achieve their objectives and targets. 	I/T
	<ul style="list-style-type: none"> Able to deliver high quality support in a changing legal landscape. 	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