

Lawyer Grade 10

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

A Lawyer in LSU will have an understanding of the law relating to the post and they will play a vital role in supporting the LSU in its delivery of high-quality legal services.

No previous local government experience is necessary, but the role holder will be able to demonstrate an in-depth understanding of the work done by this Council and operate comfortably alongside a professional client.

They will be responsible for progressing legal cases, with straightforward to moderate complexity commensurate with their experience and skill set.

They will use their own initiative and will work well under pressure, meeting competing demands, and consistently maintaining a high standard of work.

The Lawyer will represent the relevant client department, at all case related meetings and have of conduct advocacy at court hearings/small claims case management hearings/ dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees, as relevant to their role.

They will have the verbal and written communication skills that will be fundamental to the provision of a high-quality service to the professional client and any external client. They will impress with their meticulous attention for detail.

Computer literacy and an ability to use IT and case management systems will be crucial in supporting the Lawyer in their work and in service delivery.

They will be able to handle sensitive data in accordance with policy and guidance.

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The post holder will appraise the work and professional development of more junior staff members.

Reporting Relationships

Responsible to: Team Senior Lawyer G12 or Senior Lawyer G11

Responsible for: Paralegals / Legal Officers / Officer – G5 to G8

Key Accountabilities:

1. Completing all aspects of straightforward to moderately complex legal casework, as defined by the Principal Lawyer, LSM or DSLM, including drafting and negotiating complex documents relevant to skills, qualification, and experience. To work under limited levels of supervision in order to contribute to the service delivery outcomes.
2. Represent the relevant client at all case related meetings, conduct advocacy, including contested hearings at appropriate court hearings/small claims case management hearings/dispute resolution hearings/tribunals/mediation/public inquiries/panels/committees, as required by the relevant department, with limited supervision.
3. Support the wider areas of the Legal Services Unit (LSU) with straightforward to moderately complex casework with the required training and appropriate supervision, in order to help achieve the objectives of the LSU.
4. Deliver on key projects in order to meet the objectives of the respective team. Projects may relate to case related work to support the client service or work on governance, processes or policies to support the wider authority. All project work will involve working with multiple professional clients or external partners and will relate to improvements in service delivery or supporting income generation or recovery within Legal Services.
5. Ensure strict adherence to the Legal Service Units quality standards (Lexcel) including time-recording, in order to maintain the professional standards and contribute to the process of securing reaccreditation as and when required.
6. Achieve chargeable hour targets as set by the Legal Services Manager in a consistent way.
7. Undertake training as required by their training plan and personal objectives identified and support in the delivery of in-service training to the client department.

8. Handle confidential data sensitively and securely in accordance with policy and statutory requirements.
9. Contribute positively to the Legal Services Unit's marketing and selling services commercial activities when required, in order to support the wider business objectives.
10. Appraise the work and professional development of any staff that they line manage and other more junior posts that may be designated from time to time.
11. Develop and maintain an understanding of the overall financial picture in order to help achieve the financial objectives of the LSU.
12. Carrying out such other duties as may reasonably be required.

Person Specification

Qualifications/Professional membership

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

Knowledge and Experience

- Proven experience in the relevant field in a legal environment.
- Demonstrate an understanding of the law relating to the role.
- Whilst no previous local government experience is necessary, must demonstrate an in depth understanding of the work done by the council and a general awareness of the political governance arrangements of the council.
- Demonstrable experience of completing all aspects of legal casework with limited supervision.
- Experience of representing the relevant client department at all case related meetings.
- Experience of representing the relevant client department and conduct advocacy, including contests at appropriate court hearings/small claims case management hearings / dispute resolution hearings / tribunals / mediation / public inquiries / panels / committees, as required by the relevant department with limited supervision.
- Demonstrable experience of working under pressure, meeting competing 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 supervising or mentoring more junior staff members
- Experience of working within set budgetary restraints

Skills

- Ability to clearly, and engagingly communicate in all media forms; verbally, digitally and in writing
- Ability to draft straightforward to moderately 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

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- Effective time management and prioritisation skills
- Meticulous attention to detail
- Ability to delegate work in order to create capacity

**This post is designated as an Essential Car user
The content of this Job Description and Person Specification will be
reviewed on a regular basis.**