

Job Title

Legal Executive/Solicitor/Barrister (Level 2)

Grade: 10

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 Finance and Resources 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: Senior Solicitor (G11)

Responsible for: G6/G7/G8 Paralegals/Legal Executives/Solicitors/Barristers

The post holder must have a comprehensive understanding of the law relating to the post and whilst no previous local government experience is necessary, they must be able to demonstrate an indepth understanding of the work done by this Council.

The post holder will be responsible for progressing moderately complex legal cases, using own initiative and must work well under pressure, meeting competing demands, and consistently maintaining a high standard of work. The post holder will represent the relevant client department, both internal and external, at all case related meetings. They will conduct advocacy for all court hearings, including contested hearings for Litigation, Childcare and Adult Social Care and prepare and present reports to committees, tribunals, inquiries and panels. They must have excellent verbal and written communication skills and have meticulous attention for detail. They must have a good standard of computer literacy and be confident to use IT and case management systems. They must be confident in handling sensitive data in accordance with policy and guidance. The post holder will appraise the work and professional development of more junior staff members.

Key Accountabilities

1. Responsible for completing all aspects of moderately complex legal casework including drafting and negotiating complex documents relevant to skills, qualification, and experience, with limited supervision in order to contribute to the service delivery outcomes.

2. Represent the relevant client at all case related meetings, conduct advocacy in court, prepare and present reports for all committees, tribunals, inquiries and panels.
3. Support the wider areas of the Legal Services Unit (LSU) with 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.
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 re-accreditation as and when required.
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. 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 designated staff as required.
- 11 Develop an understanding of the overall financial picture in order to help achieve the financial objectives of the LSU.
- 12 Responsible for carrying out such other duties as may reasonably be required.

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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> Qualified solicitor, Fellow of CILEX or a qualified Barrister with practicing certificate. 	A
  	Knowledge and Experience <ul style="list-style-type: none"> Proven experience in the relevant field in a legal environment Demonstrate a comprehensive 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 make-up of the council Demonstrable experience of completing all aspects of moderately complex legal casework with appropriate supervision Represent the relevant client department at all case related meetings Represent the relevant client department and conduct advocacy at court hearings, prepare and present reports and evidence for all court hearings, committees, tribunals, inquiries and panels. 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 Microsoft Office and a case management system Experience of supervising and mentoring more junior staff members Experience of working within set budgetary restraints To consistently meet chargeable hour targets 	All by A/I
	Skills <ul style="list-style-type: none"> Ability to clearly, confidently, and effectively communicate in all media forms; verbally, digitally and in writing Ability to draft moderately complex legal documents Ability to work effectively both as a team member and independently Able to use own initiative 	A/I

	<ul style="list-style-type: none"> • Flexible and able to adapt to change and aim to achieve continuous improvement • Effective time management and prioritisation skills • Meticulous attention to detail • Ability to delegate work in order to create capacity. 	
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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 01785278300**

