

JOB DESCRIPTION

Job Title: Lawyer (1)	Post No:	Grade: HC09 - HC10 Career Grade Dependant on core competencies and / or PQE
Directorate: Governance and Legal Services	Division/ Department: Legal Services	Section/ Location: Plough Lane
Organisational information:		
Responsible to: Senior Lawyer		
Professionally responsible to: (where appropriate) Director of Governance and Legal Services		
Quantifiable measures relating to the post: <i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
Responsible for: <ul style="list-style-type: none"> None 		
Key relationships/functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
Internal: All HC Staff and Members at all levels		
External: Solicitors and other professionals in private practice, other private and public bodies, courts and judiciary.		
Main Purpose of Job:		
To provide legal and procedural advice and services in the most effective and efficient way to meet the requirements of the individual services and departments within the Council, Cabinet and other member bodies.		
Main Responsibilities/Accountabilities/Key Result Areas:		
<i>The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:</i>		

- Deliver high quality legal advice and services to members of the Management Board and their staff including, where appropriate, drafting documents and legal agreements, to ensure that policy is formulated and operational decisions are taken on a sound legal basis.
- Undertake negotiations in order to protect and further the objectives of the Council, and, where necessary, undertake litigation and advocacy in the courts, tribunals. Statutory appeals and inquiries.
- Participate in project teams to ensure the achievement of the Council's objectives and the delivery of high quality legal advice and services to client Services, Departments and, where appropriate, contractors.
- Identify, research and anticipate the effects on service provision of new developments in the law to ensure that clients are able to adopt best practice in the delivery of timely and responsive services.
- Provide legal and procedural advice to Members and training to Members and client Services, Departments and, where appropriate, contractors to ensure that policy and operational decisions are taken in the most beneficial and effective manner.

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:	Frequency
Undertake the general work of a local government solicitor as directed from time to time in particular:	Daily
<p>HC9</p> <ul style="list-style-type: none"> • To carry a caseload of legal work, largely unsupervised, within the lawyer's specialism and to be responsible for completing all aspects of the task in accordance with good legal practice and client service specification. • To manage the relationship with external legal advisors appointed in connection with provision of legal advice related to Herefordshire Council. • To instruct Counsel when appropriate or advised and to assist Counsel in the presentation of cases to the Court when necessary. • To undertake a range of specific tasks as directed by the appropriate Senior Lawyer and Head of Law/Legal under appropriate supervision. • To undertake such other duties and responsibilities as may be allocated from time to time. This will include Committee attendance as legal advisor as necessary. • To compile and report statistical information. • To actively contribute towards the continual improvement of the service and make effective use of case management systems. • To attend and advise the Cabinet and any committees, sub-committees, panels or other meetings whatsoever as may be directed (including those held in the evening), drafting reports to members and such bodies and attending meetings. 	

- To undertake advocacy on behalf of the Council in such courts, tribunals or inquiries as may be directed
- To provide assistance as directed with regard to the legal work of the Council emanating from the Council's Cabinet and the committees, sub-committees or panels of the Cabinet or Council.
- To advise other departments, officers or members as directed.
- Investigating facts and interviewing witnesses.
- Keeping up to date with changes in law and practice including the policies and procedures of clients and anticipating potential new developments wherever possible.
- Assisting the Senior Lawyer and Head of Law/Legal to identify ways in which the quality and cost effectiveness of the service provided by the team and the Section and the relationships with clients can be improved, liaising with clients on a regular basis
- Acting as a representative of the Legal Services Section at meetings and other functions and presenting the Section in a positive image at all times consistently with our stated objectives.
- Training client officers and other groups and providing briefings and updates on changes in the law as appropriate.
- To draft all legal documents required in the preparation of Court proceedings.
- To meet the chargeable hours target for the post and to ensure that the agreed performance and quality standards as fixed by the Legal Services Management Team are met.
- To assist the Senior Lawyer/ Head of Law/Legal in developing effective procedures and reporting mechanisms on the performance of the legal team.

HC10, as above plus

- Hold a more varied and complex case load with minimal supervision
- Undertake more complex proceedings with minimal supervision
- Undertake more complex advocacy work
- Support junior legal colleagues in their work and role modelling the quality of legal work required.
- Work autonomously and reliably on more complex or difficult projects and policies in the specialist areas
- Develop productive, flexible and collaborative working relationships with client directorate officers, other cross cutting/corporate officers and legal service colleagues.

Other information:

1. Disclosure type: standard
2. The post holder is required to work unsocial hours as cases demand
3. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.
4. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
5. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
6. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
7. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
8. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Kate Charlton	February 2021
Date Job Description last reviewed:	
August 2022	