

Oxford City Council

Building a world class city for everyone

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Role Profiles

Role information

Job Title	Lawyer (Litigation and Regulatory)	Position Number	HR use only
Position type	Permanent	Hours	37 hours
Grade and Salary Range	G10: £51,308 to £53,232 per annum		
Location	Oxford / Work from home		
Service Area / Directorate	Law and Governance		
Responsible To	Team Leader Litigation and Regulatory	No. of employees	N/A
Budget (£)	N/A	Assets	N/A
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role purpose

- To undertake an extensive legal case load of complex and contentious related work as a senior member of the litigation and regulatory team, and to deal with work as delegated to you by your line management, providing a high level legal advice service across the organisation, to elected Members and to Senior Officers.
- Represent Oxford City Council in the Magistrates Court, County Court, Tribunals, Inquiries, Panels and other venues as required.
- Provide legal supervision as required to less senior fee earners, legal assistants and/or trainee solicitor in the litigation and regulatory team and work closely with Legal Support Officers to supervise the administrative support they provide on legal transactions.
- Deputise for the Litigation and Regulatory Team Leader from time to time as required.

Role responsibilities and main duties

- Conduct and manage a wide ranging caseload of complex and other legal work, with a bias towards the fields of law allocated to the Litigation and Regulatory Team including Licensing Law, Property Litigation, Housing Law and Litigation, Tenancy Enforcement, Contract Litigation, Tort and Human Rights, Insurance Law, Community Protection, Environmental and Public Protection, Planning Litigation including enforcement and Judicial Review, debt

recovery, Judicial Review, Data Protection, Employment Law, Anti-Social Behaviour Legislation and Local Authority Prosecutions as required under the law.

- To maintain continuing professional development and to keep up to date on relevant new legislation, case law, codes of practice, policy and guidance and disseminate appropriate learning to team members.
- To perform in an effective, timely, courteous professional and flexible manner the duties of a qualified lawyer as required by the grade.
- To undertake the effective and efficient preparation and processing in a timely manner of all legal documents (including court documents, agreements, notices, orders, consents and by laws etc. relevant to the role of the post-holder.
- To supervise, coach, mentor or support other members of the team as may be required by your line manager.
- To provide efficient, effective and pragmatic legal advice and assistance to the Council/other clients to facilitate achievement of the objectives of the Council and other clients.
- To attend meetings and cover projects on behalf of your line management from time to time and as appropriate.
- To work effectively with officers and members of the Council and with other clients.
- To attend, provide legal advice and assistance to and prepare reports for officer and member meetings of the Council and other clients.
- Assist the team and line management in establishing and reviewing systems and procedures, including the preparation of precedents and checklists and standard forms where required.
- To contribute to effective governance arrangements within the Council, and with the Council's wholly owned companies.
- To proactively support continuous corporate and service improvement.
- To act as an ambassador for the Council and the Law and Governance Service and represent the Council at appropriate meetings as required by line management.
- To contribute to corporate and service projects as required.
- To be committed to the Visions, Strategic Plans and Policy Frameworks of the Council.
- To use and assist others to use information technology systems including the case management system (iken) and to carry out duties in the most efficient and effective manner.
- To participate in intra and inter-departmental working parties and corporate groups across the Council.
- To undertake any training and development as required, and to provide training and development to others, including other members of the team and client departments.
- To represent the Law & Governance Service on Corporate Boards, both internal and external with partners, as required from time to time.

Generic Responsibilities

- To provide the service in accordance with the Council's Vision, Corporate Plan and Service Transformation Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To participate in the adoption and promotion of the Council's equalities and carbon management initiative
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested including outside of office hours

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Qualified Solicitor or Barrister or Fellow of the Institute of Legal Executives or eligible to be admitted as a Fellow	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience of providing legal advice and assistance at a level appropriate to the grade of the post (as specified in the roles and responsibilities)	✓	✓	✓	<input type="checkbox"/>
Proven experience of handling complex legal issues relevant to the specialist area of the role and of achieving the required outcomes	✓	✓	✓	<input type="checkbox"/>
Experience of team and collaborative working in order to meet service delivery requirements	✓	✓	✓	<input type="checkbox"/>
Experience of case supervision and/or people supervision	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Advocacy experience in court, tribunal or panel setting	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability to respond efficiently to the changing needs of clients and competing priorities	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge and understanding of the political nature of local government and democratic process.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of effective time management where there are conflicting priorities and defined deadlines	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent written and oral communication skills	✓	✓	✓	<input type="checkbox"/>

Ability to gain the trust and confidence of clients and develop and maintain excellent working relationships	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
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Desirable Criteria

A I T D

Higher rights of audience in the civil or criminal courts	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Previous experience of line management	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
A wide range of Litigation law and Planning Law experience and specialism	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.