

Role Profiles

Role information

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|--------------------------------------|---|----------------------|-------------|
| Job Title | Lawyer Team Leader (Major Projects ,Property and Contracts) | Position No. | HR use only |
| Position type | Permanent | Hours | 37 |
| Grade and Salary Range | SME2: £66,000 - (pro rata for part time) plus Market Supplement of £7,000 - £14,000 DOE fixed for 2 Years | | |
| Location | Oxford | | |
| Service Area / Directorate | Law and Governance | | |
| Responsible To | Legal Service Manager | No. of employees | 8 |
| Budget (£) | | Assets | |
| 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 lead, develop, manage and deliver Major Projects, Property and Contract legal discipline services to the Council and where appropriate its companies.
- To be the principal legal advisor to the Council and where appropriate its companies for all legal disciplines within the Major Projects, Property and Contracts team.
- To work collaboratively with all members of the Law and Governance Service to deliver excellent quality services to Councillors and staff across the full range of functions provided by the Service.
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Role responsibilities and main duties

Contributing to the achievement of the Council's corporate priorities and objectives by aligning the legal services provided by your team to identified priorities and planning and delivering co-ordinated and focussed legal services.

Assisting the Legal Services Manager and Head of Service in developing and providing strong and effective legal and corporate governance of the Council through working closely with other Service managers to help create and embed any necessary changes in culture, practice or procedure to meet the needs of the Council and its Companies.

In consultation with the Legal Services Manager and the Head of Service providing appropriate challenge with instructing Services across the Council to ensure that the Authority, its companies, officers and councillors are legally compliant and good governance prevails.

- Working with colleagues across the Council to deliver effectively and efficiently joined up programmes, projects, policies and initiatives.
- Establishing and maintaining effective working relationships with elected councillors, internal and external partners and stakeholders.
- Providing legal advice to the Council, the Cabinet, committees, sub committees, panels and working groups; including the obtaining of external legal advice and opinion, where appropriate.
- Acting as the principal legal adviser for the range of legal disciplines assigned to your team, advising Officers and Members at the highest level, offering effective legal solutions which protect the Council's position and facilitate the achievement of corporate and service priorities.
- Representing the Council before the courts, tribunals and public enquiries as required.
- Representing the Head of Service by attending, providing legal advice and assistance to and preparing reports for Council, Cabinet, Committees, working parties, public meetings and officer working groups and other meetings.

Leading and managing the [insert team] and planning, resourcing and delivering the legal services provided by the Team.

Service

- Keeping the Legal Services Manager informed of matters which are politically sensitive, high profile, critical or otherwise higher risk.
- Leading by example in modelling the conduct, behaviour and values expected of the Council's employees and establishing a working environment within your team in which individuals and the Team can excel.
- Leading and managing the appointment, induction, development and appraisal of members of the Legal Service.
- Assisting the Legal Services Manager to prepare, deliver and maintain the Service Plan, Portfolio Holder report and other key business planning documents ensuring that they align with the Council's corporate strategies, objectives, priorities, policies and procedures.
- Delivering excellence across your team through the development of high performance, effective delegation, communication, corporate working and prioritising customer service and satisfaction.
- Leading the implementation, development and maintenance of the Lexcel Practice Management Standard (including the Quality Manual) in your team and contributing to other quality assurance programmes, including Investors in People and Customer Service Excellence across the Service.
- Overall responsibility for the effective use, by your team, of the Legal Services case management system (including the full suite of modules) the deeds management system and other corporate and local systems and applications.
- Developing new and innovative approaches to service delivery within your team, ensuring continuous improvement in performance, value for money and quality of service for customers.
- Ensuring performance management is embedded into the day-to-day work of your team and effective appraisals, 121's and team meetings are undertaken and recorded as required corporately and locally.

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

| Essential Criteria | A | I | T | D |
|--|---|--------------------------|--------------------------|--------------------------|
| Qualified Solicitor or Barrister or Fellow – Chartered Institute of Legal Executives | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | ✓ |
| Significant post qualification experience of dealing with legal and governance issue within a local government or equivalent environment | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Specialist in one or more of the following areas of legal expertise: | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Demonstrates a successful track record of competently performing complex and high profile legal work including drafting complex documents | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| The ability to handle competing priorities and a challenging workload | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Proven ability to lead, manage and develop other lawyers across a range of legal disciplines/specialisms ensuring performance targets are met | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Successful track record of gaining and holding the confidence of clients, in particular senior officers and members | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Well - developed communication and networking skills | ✓ | ✓ | ✓ | <input type="checkbox"/> |
| Considerable experience of working in partnership and as part of multi-disciplinary project teams with colleagues, external organisations and councillors and to foster good working relationships at all levels | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Considerable experience of providing legal advice at local authority member and officer meetings or equivalent. Ability and willingness to attend Committee meetings and other evening meetings (including outside the area) | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Experience of leading and delivering new ways of working and service development initiatives | ✓ | ✓ | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of extensive continual professional development and implementation of learning | ✓ | ✓ | <input type="checkbox"/> | ✓ |

Desirable Criteria

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| <p>Law Society Diploma in Local Government Law and Practice Management Qualification Experience of acting as Deputy Monitoring Officer Experience of using IKEN or other legal case management systems Experience of working to Lexcel or a comparable quality standard An up to date knowledge of other areas of local authority legal work</p> |
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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.