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|  | **Thurrock Council** **Job Profile** | employer_small |
| **Job Title** | Major Projects and Governance Lawyer |
| **Grade** | H |
| **Directorate** | Corporate Services |
| **Responsible to** | Corporate Services |
| **Last Review Date** | New Role |

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| **Job Purpose** |
| To provide high quality and solution focused legal services to the Council, Schools and other clients in two of the following areas of law:* Major Projects
* Complex Litigation
1. Governance

To be a senior advisor and representative in an area of legal specialism including complex, high profile and sensitive matters.To be able to provide advice on other legal matters affecting local authorities.To manage and develop lawyers and other fee earners as required.To support the Head of Legal Services and legal management team in the management of the service. |

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| **Values & Accountabilities** |
| **Our Shared Values** | 1. Together, we hold ourselves to account to get things done. We do this by demonstrating accountability and integrity.
2. Together, we make possible what cannot be achieved alone. We do this by being collaborative and focusing on impact.
3. Together, we will listen and act to continually improve. We do this by being responsive to local people and the issues they raise and adapting our approach to achieve better outcomes.
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| **Corporate Accountabilities** | 1. To work with colleagues to achieve service plan objectives and targets.
2. To comply with data protection legislation and the council's Information Security Policy, including supporting policies.
3. To be willing and able to work in a flexible and agile way with regard both to hours of work and location of work, including remote and home working, as required, subject to service needs and requirements.
4. To participate in performance development, talent reviews and one-to-ones and to contribute to the identification of your own and team development needs and goals.
5. To actively promote and comply with the council's diversity and equality policies.
6. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the council's Health and Safety Policy and all locally agreed safe methods of work.
7. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
8. At the discretion of the senior management, to undertake other activities as, from time to time, may be agreed consistent with the grade and nature of the role.

To undertake and maintain relevant mandatory training in line with legislation. |
| **Key Service Accountabilities** | 1. To undertake a full caseload of complex and often sensitive legal matters within the specialism of the role.
2. To provide proactive and solution focussed advice that supports the delivery of the council’s priorities and policies.
3. To manage and develop lawyers and / or other team members across the team, as required, in your area of specialism, ensuring the delivery of high quality and cost-effective legal services.
4. To be able to advise on legal matters relevant to public and local government law including on executive and committee decision-making, information governance and public law challenges.
5. To advise members and formal member level bodies including Cabinet, Council, committees and overview and scrutiny in respect of the role’s specialism and as required by the Executive Director Corporate Services and their deputy.
6. To support the Executive Director Corporate Services in their role as monitoring officer and in promoting the Nolan Principles in the council and escalating matters as appropriate.
7. To externally commission legal work for the Council where required, ensuring value for money and high-quality advice and representation is received.
8. To ensure the service, teams and the wider Council is aware of the current and future law and practice affecting the authority.
9. To participate in the delivery of projects and programmes in the Legal Service and / or corporately.
10. To support the Head of Legal Services with the development of legal procedures and policies
11. To support the Head of Legal Services in the delivery of value for money and income generation in the work of the team.
12. To have responsibility to authorise payments from an agreed expenditure budget.
13. To deputise for the Head of Legal Services in their absence or as requested.
14. To manage and/ or support trainees, apprentices and other legal staff, as requested, ensuring their performance management and development.
15. The job holder will embed diversity and inclusion into the team and promote non-discriminatory practices, and challenge discriminatory practices at all times.
16. To ensure compliance with statutory duties and corporate policies and standards and raising non-compliance including but not limited to health and safety, information governance, financial and procurement regulations.
17. This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing. To carry out other tasks as may reasonably be required.

**Supervision and Management Responsibilities (as required)*** Ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development.
* Manage performance and behavioural issues effectively.

**Budget and Financial Responsibilities*** Being fully accountable for managing the council’s resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
* Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
* Set, monitor, and remain within budget whilst delivering increased efficiencies.
* Explore different options for funding and income generation.
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|  | **Person Specification** | employer_small |
| **Job Title** | Major Projects and Governance Lawyer |
| **Directorate** | Corporate Services |

**Information for Applicants**

The person specification provides an outline of the experience, skills, and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you meet the requirements.

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| **Method of testing**  | **Weighting**  |
| 1 = application form | 1 = low importance |
| 2 = interview | 2 = medium importance |
| 3 = assessment tests | 3 = high importance |

Disabled people will be offered an interview where they meet the essential requirements alone.

**Requirements for this Job**

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| **Key competencies and behaviours** | **Method of testing** | **Weighting** |

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| **1a. Skills and abilities – essential** |
| To provide legal advice in area of specialism, including advising and representing the Council in internal and external forums | 1/2 | 3 |
| To provide risk based and solution focussed advice to clients | 1 | 3 |
| To work under pressure and with minimal supervision. | 1/2 | 2 |
| To support the delivery and cost effectiveness of legal services through continuous improvement | 1/2 | 2 |
| To be able to manage and motivate team members. | 1/2 | 3 |
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| **2a. Special knowledge – essential** |
| Qualified solicitor, barrister, FCILEX (in all cases authorised to practice in England & Wales) or equivalent. | 1 | 3 |
| Expert knowledge and understanding of the law and procedure relating to the relevant area of specialism. | 1/2 | 3 |
| An understanding of public law as it applies to local authorities, including decision making and governance. | 1/2 | 3 |
| **2b. Special knowledge – desirable** |
| Management training relevant to the seniority and nature of the role | 1/2 | 2 |
| **3a. Experience – essential** |
| Experience of providing complex and specialist legal advice to a local authority or similar organisation | 1/2 | 3 |
| Experience of the supervision of staff | 1/2 | 2 |
| Experience of building and maintaining positive relationships with clients (internal and external), including Members, and delivering their needs | 1/2 | 3 |
| A skilled communicator to a range of audiences in writing and verbally.  | 1/2 | 3 |
| **3b. Experience – desirable** |
| Experience of working on projects | 1/2 | 1 |
| To work collaboratively at all levels and in a non-hierarchical way  | 1 | 1 |
| To have an understanding of working in a political environment. | 1 | 1 |
| To promote and advance diversity and inclusion and challenge inequality in the service and Council. | 1/2 | 1 |
| To support the work of the monitoring officer. | 1 | 2 |
| **4a. Other requirements – essential** |
| To behave in accordance with our values. | 1/2 | 3 |
| Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required. | 1/2 | 3 |
| To promote good and ethical governance in line with the Nolan Principles and the Council’s statutory duties. | 1/2 | 3 |
| A commitment to implementing the Council’s diversity and inclusion policies. | 1/2 | 3 |
| A commitment to gaining a greater understanding of the workings of Local Government Law and Practice. | 1/2 | 2 |
| **5a. Equalities – essential** |
| Understanding of and commitment to principles of equality and diversity and compliance with Thurrock Council policies. | 1/2 | 3 |

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| **Recruitment safeguarding** | **Requirement** |
| Will the post holder have substantial unsupervised access to children or vulnerable adults? | No – use standard recruitment processYes – Use Safer Recruitment process |
| Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance. | No – Not requiredYes – Basic check requiredYes - Standard check requiredYes – Enhanced check required |