|  |  |  |
| --- | --- | --- |
|  | **Thurrock Council** **Job Profile** | employer_small |
| **Job Title** | Head of Legal Services |
| **Grade** | Grade I |
| **Directorate** | Corporate Services |
| **Responsible to** | Assistant Director Legal and Governance |
| **Last Review Date** | New Role |

|  |
| --- |
| **Job Purpose** |
| To lead the delivery of high quality and solution focused legal services to the Council, Schools and other clients.To be the Council’s lead advisor and representative in an area of specialism.To work collaboratively with the AD Legal and Governance, the Principal Lawyers [for specialist area] and Legal Practice Manager in ensuring continuous improvement in all aspects of the service. |

|  |
| --- |
| **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.
 |
| **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.
9. To undertake and maintain relevant mandatory training in line with legislation.
 |
| **Key Service Accountabilities** | To be responsible for the delivery of high quality and cost effective operational legal services to the Council and other clients collaboratively with the Legal Management Team (Principal Lawyers and Legal Practice Manager)To lead, motivate and manage a legal team within a specialist area ensuring the delivery of high quality and cost-effective legal services. The core specialisms are:* Commercial - contracts, procurement and commercial work
* Property, including regeneration and conveyancing
* Planning and Highways.
* Children’s social care
* Social Care including adults safeguarding and education.
* Litigation including all criminal civil and employment law advice and representation.
* Public and local government law to include governance and information governance (to be covered in all teams)

To be the Council’s legal specialist advisor and representative in the areas of law covered by the team handling highly complex and sensitive casework and personally advising the executive and members of the Council and the Council’s senior management team.To be the lead officer to resolve highly complex legal challenges and have the autonomy to develop processes and policy (if needed) when resolving such problems in their specialist area.To be able to advise in areas outside of the specialism, particularly in relation to public and local government law matters.To be an expert client for externally commissioned legal work, ensuring value for money and high-quality advice and representation is received.To ensure the service, teams and the wider Council is aware of the current and future law and practice affecting the authority.To lead on specific workstreams to ensure and improve the delivery of high-quality legal services in the team and service including but not limited to:* External assurance and accreditation
* Knowledge management and resourcing
* Client liaison and satisfaction
* The maximisation of the use of technology
* Performance management

**Supervision and Management Responsibilities**Supervision of the Principal Lawyers for [specialist area], Major Projects and Governance Lawyer, Business Practice Manager.Training principal (pursuant to SRA requirements) for trainee solicitors and solicitor apprentices.Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.Manage performance and behavioural issues effectively.To deputise for the Assistant Director Legal and Governance in theirTo contribute to the delivery of the corporate priorities and strategic direction and management of the Council.The job holder will embed diversity and inclusion into the team and Council’s working, promoting non-discriminatory practices and challenging discriminatory practices at all times.Ensure compliance with statutory duties and corporate policies and standards and ensure within team, raising non-compliance including but not limited to health and safety, information governance, financial and procurement regulations.**BUDGET AND FINANCIAL RESPONSIBILITY**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 and deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.Explore different options for funding and income generation.Ensure the delivery of a balanced budget including but not limited to:* The identification and delivery savings targets
* The maximisation of income opportunities
* The identification and delivery of efficiencies in service delivery
* The effective commissioning and management of externalised legal services
 |

|  |  |  |
| --- | --- | --- |
|  | **Person Specification** | employer_small |
| **Job Title** | Head of Legal Services |
| **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.

|  |  |
| --- | --- |
| **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**

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

|  |
| --- |
| **1a. Skills and abilities – essential** |
| To be the Council’s lead legal advisor, including advising and representing the Council in internal and external forums | 1/2/3 | 3 |
| To provide risk based and solution focussed advice to clients, senior managers and the Council’s political administration and members. | 1/2/3 | 3 |
| To work under pressure and with minimal supervision. | 1/2/3 | 3 |
| To improve the delivery of legal services through continuous improvement | 1/2/3 | 3 |
| To work collaboratively at all levels and in a non-hierarchical way | 1/2/3 | 2 |
| To successfully work in a political environment and demonstrate acumen when working with members of different political parties, groups and individuals to deliver the Council’s priorities. | 1/2/3 | 2 |
| To promote and advance diversity and inclusion and challenge inequality in the service and Council. | 1/2/3 | 3 |
| To work within budgets, including to identify and deliver savings and income generation in the service and council. | 1/2/3 | 3 |
| To advice on and promote good governance and ethics and support the Monitoring Officer, and their deputy, in the promotion of the Nolan Principles and high standards of conduct | 1/2/3 | 3 |
| To motivate others, whether team members or colleagues, generating commitment to the Council’s priorities. | 1/2/3 | 3 |
| A skilled communicator to a range of audiences in writing and verbally. | 1/2/3 | 3 |
| **2a. Special knowledge – essential** |
| Qualified solicitor, barrister, or equivalent qualification | 1 | 3 |
| Expert knowledge and understanding of TWO of the following\*:* Commercial - contracts, procurement, and commercial work
* Property, including regeneration and conveyancing
* Planning and Highways.
* Children’s social care
* Social Care including adults safeguarding and education.
* Litigation including all criminal civil and employment law advice and representation.
* Public and local government law to include governance and information governance (to be covered in all teams)

\*As Defined in the Job Description | 1/2 | 3 |
| **2b. Special knowledge – desirable** |
| Management training relevant to the seniority and nature of the role | 1/2 | 2 |
| **3. Experience – essential** |
| Knowledge of public law as it applies to local authorities, including decision making and governance. | 1/2 | 3 |
| Significant experience of providing complex and specialist legal advice to a local authority or similar organisation | 1/2/3 | 3 |
| Experience of managing all aspects of a legal service to deliver high quality legal services, including but not limited to budget management, business planning, income generation and workforce development. | 1/2/3 | 3 |
| Experience of building and maintaining positive relationships with clients (internal and external), and members, and delivering their needs | 1/2 | 3 |
| Experience of delivering high profile projects with minimal direction and supervision | 1/2 | 3 |
| **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 | 2 |
| To promote good and ethical governance in line with the Nolan Principles and the Council’s statutory duties. | 1 | 2 |
| A commitment to implementing the Council’s diversity and inclusion policies. | 1/2 | 3 |
| **4b. Other requirements – desirable** |
| An understanding of, and a personal commitment to, the Vision and Values of Thurrock Council (I) | 2 | 2 |
| **5. Equalities – essential** |
| Understanding of and commitment to principles of equality and diversity and compliance with Thurrock Council policies. | 1 | 2 |

**For office use only**

|  |  |
| --- | --- |
| **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 |