



ROLE PROFILE

Specialist Planning and Projects Lawyer

Grade: HMG1

Directorate: F&R Corporate
Governance

Service: Legal Hub

Reports to:

Rachel Mckoy –Director of Law and
Governance (Monitoring Officer)



London Borough
of Hounslow



Our vision is to be Ambitious for Hounslow – delivering better outcomes for residents. This means putting local people at the heart of our decisions by becoming a “listening council” and delivering on the bold ambitions of our Corporate Plan.

Councillor Shantanu Rajawat, Leader of the council

This is an exciting time! The creation of our new Legal Hub of dedicated in-house counsel is a central to our Ambitious for Hounslow commitment. It also provides us with a fab opportunity to do things positively differently.

**Rachel Mckoy, Director of Law and Governance
(Monitoring Officer)**



- [Visit the Hounslow Council website](#)

The role

This role is crucial in completing our newly formed small but enthused contemporary, bespoke, in-house corporate legal support function.

As our Specialist Planning and Projects Lawyer you will provide excellent, innovative, well researched and comprehensive legal advice to clients, elected members and senior officers.

Managing a complex caseload as required by the client will be key to your success.

Working within in a progressive environment, you will be provided with the investment to develop and flourish your skill set and fulfil your ambitions.

We are genuinely interested in likeminded individuals who possess authentic confidence and are committed to making a positive difference to the communities we serve.

What you'll do



You will lead, direct, develop and improve the service to clients, predominately in the area of planning, property and regeneration to ensure the provision of an excellent standard of client care and value for money.



Being an excellent communicator you will encourage partnership working between internal and external partners.



You will be responsible for the provision of quality, solution focussed, services to internal clients.



You'll demonstrate and ensure high standards of probity and compliance with Council policy, standing orders and the law.



You may be required to attend Hounslow's Planning Committees (as necessary).



Assist in the marketing of the Team's services, the building of client relationships and fostering trust.

What you'll do (continued)

- To facilitate the delivery of the Council's strategic policies through the provision of accurate legal advice and support across the Council.
- To achieve continual improvement in the delivery of legal services consistent with the Council's obligations as a best value authority.
- To be responsible for a caseload of high profile, complex and sensitive cases and to provide advice and coaching to other team members in the delivery of legal casework and consultancy.
- To achieve the most advantageous terms with external parties when negotiating and concluding planning agreements and undertakings.
- To deal with enforcement advice matters relating to property and planning law.
- Represent or arrange representation of the Council as may be necessary in the courts, inquiries and other bodies in relation to significant and complex matters as required including advocacy and drafting.
- Develop effective joint working arrangements with HBPL to ensure the most effective provision of Legal Services meeting the needs and aspirations of clients.

These are the values that drive us

Do new

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas, keep moving forward and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

Lead with heart

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other's shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

Pass on the power

The world keeps on changing and we need to change with it. We won't be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

Harness the mix

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

Be a rock

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination to keep on going through thick and thin.

- Admitted solicitor, Barrister or Chartered Fellow of the Institute of Legal Executive with extensive post qualification experience.
- You'll have extensive knowledge and experience of Planning and Property Law as well as having a solid understanding Regeneration Projects.
- Demonstrable commercial acumen and ability to produce clear and concise legal advice.
- Negotiating and influencing will come as second nature.
- You will have wide understanding of local government legislation and understanding/awareness of current local government issues.
- You will have experience of the legal framework of Local Government and possess experience of managing a complex legal caseload, in a flexible, and agile manner.
- You will communicate expertly (both orally and in writing). Your ability to understand and engage with complex concepts and issues clearly and simply will be one of your strengths.
- You will be politically experienced and able to demonstrate your ability to work successfully in a political context.
- You'll have strong experience of developing positive relationships with senior leaders. Demonstrating a pragmatic and solutions focused approach to complicated legal and/or governance related issues.

Let's talk
about you

- Ability to work unsupervised and to provide sound and clear advice on own initiative
- Excellent analytical, problem solving and research skills in order to produce options / outcomes.
- Experience of working to tight deadlines in a pressurised and dynamic environment and the ability to prioritise competing tasks
- Ability to navigate a complex workload of politically sensitive and high value transactions.
- Able to keep abreast of developments in best practice, apply principles to client matters to ensure continuous development.
- To contribute to the management of the Hounslow Legal Services Department participating in Legal Services Management Team.
- To contribute to the development and review of legal procedures and systems which deliver services for the customers of the team and which maximise the usage of IT systems.
- Able to successfully navigate new ways of working in a remote environment whilst ensuring that good client care remains in clear focus.
- Carry out other duties which fall within the scope and purpose of the job description and which are commensurate with the grade of the post.

Let's talk
about you
(continued)



The One Hounslow transformation programme is delivering an outstanding council serving an outstanding borough, writes **Hounslow LBC chief executive Niall Bolger.**

Fairer, Greener, Stronger Borough

We established new ways of working and transformed relationships with our communities, partners and businesses, galvanising them to work as one; we fundamentally changed our DNA as an organisation. We even fundamentally reviewed and updated our constitution, processes and governance arrangements to make them more transparent, streamlined and effective.

Following a borough-wide (virtual) conference we delivered our recovery plan in October 2021 and translated it into our new corporate plan, setting out ambitious, clear goals for a 'Fairer, Greener, Stronger Borough'. This is powered by our One Hounslow approach which frames how we lead and collaborate across the borough, underpinned by programmatic discipline to transform our outcomes and delivered by passionate colleagues embodying our core values of 'do new', 'be a rock', 'lead with heart', 'harness the mix' and 'pass on the power'.

Hounslow: How we became LGC Council of the Year 2021

- **Annual leave** – generous annual leave entitlements starting from 24 days and rising to max 30 days
- **Local Government Pension Scheme** – open to all employees, this is a tax approved, occupational pension scheme. Your contributions are based on a sliding scale according to your salary band
- **Flexible working** – including job share and part-time working options
- **Central locations** – the majority of our staff are based at Hounslow House, new purpose-built premises in the heart of Hounslow which is only a short walk away from the tube and overground stations
- **Technology** – to support you working remotely or in the community
- **Learning and development** – extensive in-house and external learning and development opportunities
- **Season ticket loans** – interest free loans for the purchase of annual British Rail and London Regional Transport Underground and Bus Season tickets from home to place of work
- **Staff wellbeing services** - including access to Occupational Health, an Osteopath/Chiropractor and Employee Assistance Programme.
- See our website for additional benefits and information: [working for the council](#)

Equal opportunity. When you work here, you'll always receive fair and equal treatment regardless of your race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability. The council is a disability confident committed employer.



**London Borough
of Hounslow**

Employee benefits



- We are proud that Hounslow is a real community of communities and one of the most culturally diverse areas in the UK. Over 250,000 people live in the borough.
- It's an attractive place to live and work, with miles of river, canals, nature reserves and open spaces. The borough has some of the most beautiful parks and open spaces in London, with no fewer than five historic houses and landscape gardens. Covering 23 square miles, it stretches from Heathrow Airport in the west to Chiswick in the east.
- The borough features modern housing estates, quiet suburbs, green belt villages like Heston and bustling and fashionable cosmopolitan districts such as Chiswick.
- The borough has excellent transport links: the A4 and M4 run through the borough and the area has eight London Underground stations and seven mainline railway stations.

This is Hounslow