

JOB DESCRIPTION

JOB TITLE:	Solicitor – Housing and Disrepair claims	JE NUMBER: A12742
DIRECTORATE:	Corporate	BAND: 11
RESPONSIBLE TO:	Head of Regulatory Law and Monitoring Officer	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	<p>To provide legal advice, support and assistance to council officers and members on all contentious and regulatory function including representation at court, inquiries, public tribunals and other forums in the regulatory law areas of Housing Law, especially disrepair claims.</p> <p>To support the council's legal services teams generally and the Regulatory Law service and team in particular in providing a comprehensive legal service to the Council at all times.</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To provide legal advice to council officers and members on high complexity and/or substantial corporate importance contentious, non-contentious and regulatory matters, with some advice to regulatory committees.
2.	To undertake the full range of civil and criminal litigation and regulatory work including complex drafting, conducting hearings and appearing as advocate on behalf of the Council generally and in particular in respect of Housing Law and disrepair claims.
3.	To advise and assist the Head of Regulatory Law (who is also the Council's Monitoring Officer and Senior Information Risk Owner) as necessary including deputising in their absence.
4.	To attend such meetings (including Committees) as are allocated to give legal and procedural advice and support.
5.	To advise on reports and the decision-making process.
6.	To draft reports and provide legal implications and advice on reports taking into account the Constitution, risk and corporate governance context.
7.	To be aware of and keep up-to-date with changes in UK legislation and case law affecting the range of matters carried out by the postholder and to keep members and officers informed.
8.	To monitor the progress of work against relevant standards and timetables and ensure that performance standards are met.
9.	To perform any other duties as may be commensurate with the grade.
10.	To comply with the professional rules, guidance and regulations applicable to a Legal

	Executive, Solicitor or Barrister in England.
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GENERAL – To be aware of and implement the following:

Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES	X	NO	
Vetting Checks e.g. Disclosure and Barring Service (DBS)	YES	?	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive, and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Solicitor – Housing and Disrepair claims	JE NUMBER:	A12742
DIRECTORATE:	Corporate	DATE:	September 2023

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Knowledge of the law relating to Housing and disrepair legal claims process.	AF/ I
•	Good communication and interpersonal skills over all media to deliver clear and effective advice to Officers, Members, outside bodies and other stakeholders.	AF/ I
•	Willing and able to adapt to new and differing areas of work and/or procedures.	AF/ I
•	Knowledge of Local Government law.	AF/ I
•	Strong research and analysis skills	AF/ I
•	Ability to effectively prioritise work within a small, busy team.	AF/ I
•	Ability to provide solution focussed advice	AF/ I
•	IT literate, with ability to use Microsoft Office software, case management and time recording software and online research tools.	AF/ I
•	The ability to think strategically and creatively, to see legal issues in their wider context and advise accordingly.	
•	The ability to establish good relationships with clients, legal colleagues and other stakeholders	
Desirable		
•	Knowledge of Data Protection and Freedom of Information law.	AF/ I
EXPERIENCE		
Essential		
•	Substantial experience of complex legal case work, legislation and policy especially in the civil courts.	AF/ I
•	Experience of working with elected Members	AF/ I

•	Experience of delivering presentations, including to those who may not have a prior background in this area	AF/ I
•	Experience of using ICT to support service delivery and to complete tasks and duties effectively and efficiently	AF/ I
Desirable		
•	Project Management.	AF/ I
•	Experience of working in local authority/ public sector	
QUALIFICATIONS		
Essential		
•	Practising Solicitor or Barrister and qualified to work in the UK with a minimum of five years' post qualification experience.	AF/ I
•	Evidence of Continuing Professional Development	
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	AF/ I
•	To perform the job role in accordance with the specified level of the council's Competency Framework	AF/ I
•	Commitment to self-development, service improvement and organisational effectiveness	AF/ I
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused	Interview
Level: 2		

	<p>ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence, and knowledge to arrive at accurate, expert, and professional decisions and advice.</p> <p>For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 2		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
Level: 2		
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 2		
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to</p>	Interview
Level: 2		

	<p>succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	
<p>Delivering Value for Money</p>	<p>Delivering value for money involves the efficient, effective, and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Managing a Quality Service</p>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Delivering at Pace</p>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly, and promptly.</p>	<p>Interview</p>
<p>Level: 2</p>		