

Hyndburn Borough Council

Job Description

Job Title:	Lawyer (Contract, Procurement & Licensing)
Post No.:	CS070
Service:	Legal & Democratic Services
Agreement:	NJC For Local Government Services
Range:	Scale 12 SCP 36-39
Other:	Casual Car User Allowance Politically Restricted Post

Organisational Relationships:

Reports to:	Legal Services Manager
Supervises:	None
Coordinates with:	Other employees within the Authority. Also, representatives of external organisations and customers.
Customer Focus:	As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To ensure a high standard of corporate governance within the Council
- To provide accurate and timely legal advice to the Council in respect of a broad range of Council functions

Main Duties & Responsibilities:

1. To ensure the overall provision of an effective and comprehensive legal service to the Council by providing sound and well-researched legal advice and guidance to officers at all levels and councillors on a wide range of matters within the functions of the Council including (without prejudice to the generality);
 - Drafting, and/or advising in respect of, contracts and advising on procurement law and procedures (including drafting s106 Agreements and unilateral undertakings (planning), grant agreements and deeds of engagement)

- Advising on subsidy control issues;
 - Advising on all areas of local authority licensing matters including enforcement and advising members at committee, enforcement;
 - Advising on information law matters (including freedom of information, data protection and EIR);
 - Assisting with the investigation of complaints;
 - Advising on governance issues (including the Council's constitution, requirements for lawful decision making and member code of conduct);
 - Assisting with litigation matters as required (including judicial review, prosecutions, RIPA matters, employment tribunal matters);
 - Acting as legal adviser to, and attending, meetings of Council and its committees and working groups and meetings of the Cabinet and its committees and working groups as required;
 - Representing the Council on internal and external working groups and ensuring information gained is shared with other officers as necessary;
 - In exceptional cases, instructing external solicitors or counsel to advise or brief counsel to appear on behalf of the Council, including attending conferences with counsel and negotiating fees;
2. To prepare, make presentations and deliver training to members and officers as necessary on relevant legal matters;
 3. To advise on and contribute to the development and implementation of policy, procedures and good practice within the Council as required
 4. To provide legal advice and assistance to the Council generally as required;
 5. To maintain lateral co-operation between Corporate Services various Sections thereby maximising the Corporate Service's overall efficiency and effectiveness;
 6. To ensure compliance with the Legal Section's practice manual and any quality assurance requirements;
 7. To show a commitment to continuous professional development and to keep up to date with developments within the areas of law within which the post-holder advises.
 8. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
 9. To undertake duties as required by line manager or the Head of Service.
 10. To assess own performance against service/business plans and targets.
 11. To deal with colleagues openly and fairly at all times and support mutual respect within teams in line with the Council's values.
 12. To maintain lateral co-operation between the Service's various Divisions/Sections, thereby maximising the Service's overall efficiency and effectiveness
 13. To participate fully in all inter-Departmental Working Groups/Panels, etc. and co-operate fully to ensure that the Authority's corporate objectives are achieved.
 14. To participate in development opportunities to ensure that all employees are employed to their full potential within budgetary constraints.

15. To deal with colleagues openly and respectfully at all times.
16. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
17. To undertake duties as required by line manager or the Head of Service.

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

Person Specification

Job Title:			
Lawyer (Contract, Procurement & Licensing)			
Criteria are measured using 4 different sources:			
Application Form (A), Interview (I), Test (T), References (R)			
Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
Qualifications: <ul style="list-style-type: none"> Fully qualified solicitor, barrister or fellow of the Chartered Institute of Legal Executives 	✓		A
Experience: <ul style="list-style-type: none"> One year PQE or equivalent experience as a solicitor, barrister or FCILEX Previous experience of working within a local authority legal team Knowledge and experience of contractual matters to include advice, drafting a variety of agreements and enforcing breaches of contract; Experience of all areas of local authority licensing and enforcement Knowledge and experience of freedom of information and data protection matters Experience of other legal work within the remit of a district council, such as planning law, food law, environmental health, anti-social behaviour,, Experience of working with councillors and advising at committee 	✓	✓ ✓ ✓ ✓ ✓	A A A/I A/I A/I A/I
Knowledge/Skills/Abilities: <ul style="list-style-type: none"> Good verbal communication skills appropriate to the audience and which inspire confidence, including advocacy and public speaking, dealing with the public and negotiating Good written communication skills appropriate to the audience, including drafting legal agreements, court papers, reports, letters and other documents Able to learn quickly and adapt to new types of work, with a positive attitude to change Able to work under pressure, prioritising and meeting changing and competing priorities and deadlines of service departments and responding effectively to circumstances outside the control of the Council Good team working skills and able to build effective working relationships with officers at all levels and councillors Demonstrates diplomatic behaviours and is able to respond appropriately to angry or aggressive individuals where the Council's position differs from their own A good level of political awareness. Able to use computers including Microsoft Office applications A self-starter, able to work with limited supervision and motivated to deliver results 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I/T A/I A A A/I A/I A/I A/I A

<p>Additional Requirements:</p> <ul style="list-style-type: none"> • Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence). • A commitment to customer care and equal opportunities and an understanding of how to put these into practice. • Commitment to the principles of local democracy. 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>R</p> <p>A/I</p> <p>A/I</p>
<p>Other:</p> <ul style="list-style-type: none"> • Available to work outside normal working hours and attend evening meetings as necessary. • Attendance at Court and hearings as necessary • Hold a current Driving Licence 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A</p>

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.