

DEPARTMENT	Chief Executive's
SUB-SECTION	Legal Services
DESIGNATION	Council Advocate
REPORTS TO	Chief Executive (CEO)
DURATION	Permanent
GRADE	Principal Officer: SCP 40 – 46 £59,456 - £68,607
HOURS OF DUTY:	Monday – Friday (37 hours per week)

MAIN PURPOSE OF THE JOB

Be accountable to the Chief Executive for the provision of a cost-effective and efficient legal service working collaboratively with other Council Advocate and private practice advocates retained by the Council. Provide professional advice on all legal matters across the range of Council functions which includes civil and criminal litigation, housing, property, regulatory, contract, environmental and other contentious and non-contentious work.

Undertake as required some of the legal work of the Council. Represent the Council in legal proceedings, negotiations and generally in its relations with outside bodies and the public and instruct and liaise with outside advocates. Ability to work independently and, at times, under the supervision of the Chief Executive (a qualified solicitor).

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Undertake legal matters including the preparation and conduct of litigation (including prosecutions), consideration of evidence, preparation of Court papers, preparation of witness statements and/or affidavits, advise and instruct parties on the case generally.
2. Negotiate and draft legal documentation as required.
3. Prepare correspondence, reports, contractual and other legal documentation as required.
4. Attend as Council's representative to present and defend cases at the Magistrates' Court and High Court and at other Tribunals, inquiries and proceedings as appropriate or instruct advocates.
5. Assist in the provision of legal advice and assistance in relation to the appropriate discharge of the Council's functions, Committees, Elected Members and Officers. Advise other bodies and partnerships and attend meetings as required.
6. Interpret and convey information using a range of styles appropriate to the audience both orally and in writing.
7. Liaise internally with managers and staff at all levels for the purpose of taking instructions and advising on legal consequences of a course of action. Advise and support senior officers in the effective and timely delivery of work.

8. Undertake or instruct outside advocates in respect of land matters, commercial properties, disposals, legal charges and easements, as required.
9. Carry out legal research, analysis and solve legal issues in relation to all functions.
10. Deal with enquiries from other Sections or Departments, outside agencies, members of the public, relating to legal aspects of the Council's functions.
11. Assist the Democratic Services Team and support as required.
12. Attend Committee meetings as required and advise on legal issues.
13. Maintain an up-to-date knowledge of relevant legal issues and legal practice management matters.
14. Monitor and interpret relevant legislation, regulations, case law, directives, circulars and other appropriate sources of information and provide advice in relation thereto.
15. Review new legislation, forecast the impact on the Council and develop policy and procedures accordingly to ensure statutory obligations are met.
16. Maintain a knowledge and understanding of the law affecting local government; the political nature of local government; the democratic process in the legal framework in which local authorities operate; or undertake training in areas in which further knowledge and experience is required.
17. Obtain advocates/counsels advice and/or secure their appearance in proceedings on behalf of the Council as required.
18. Assist with ensuring the Council complies with Data Protection legislation and the Freedom of Information (FOI) Act and support the Council's Data Protection/Monitoring Officer.
19. Comply with the requirements of the Isle of Man Law Society or equivalent and adhere to the principals of practising standards.
20. Contribute to, and if required, lead corporate projects, working parties or management initiatives as may be assigned by CEO.
21. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
22. Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
23. Assist CEO with personnel, legal, governance and corporate matters as required.
24. Responsible for the health and safety of the staff of the Section and for the safety of the public and other staff who come into contact with any aspect of the duties being undertaken.
25. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
26. Such other duties within a similar level of responsibility as may from time to time be required by the CEO.

SELECTION CRITERIA

ESSENTIAL

1. Qualified Manx advocate, and a Member of the Isle of Man Law Society or equivalent
2. Advocacy experience
3. Legal research and analysis skills
4. Knowledge of litigation and court procedures, both civil and criminal
5. Ability to handle multiple legal matters simultaneously and provide advice
6. Excellent communication skills with well-developed interpersonal skill.
7. Discretion, tact and resourcefulness
8. Influencing, negotiation and advising skills
9. Resilient and perceptive
10. Ability to gain credibility, inspire confidence and build relationships at all levels
11. Drafting of legal documents and report writing skills
12. Flexible approach to working hours
13. Self-motivated, innovative and capable of working under pressure
14. IT Literate

DESIRABLE

1. Knowledge and understanding of local government or other public authority
2. Knowledge and experience of Data Protection and Freedom of Information
3. Political sensitivity

PERSON SPECIFICATION – COUNCIL ADVOCATE

CRITERIA: E – Essential / D – Desirable	METHOD OF IDENTIFICATION A – Application Form / CV – Curriculum Vitae / I – Interview	
QUALIFICATIONS: Qualified Manx advocate and a Member of the Isle of Man Law Society or equivalent	E	A / CV
EXPERIENCE: <ul style="list-style-type: none"> • Undertaking legal research and analysis of legal matters • Knowledge and understanding of local government or other public authorities • Knowledge of litigation and court procedures (civil and criminal) • Advocacy experience • Good understanding and interpretation of Data Protection Act and Freedom of Information Act • Political sensitivity 	E D E E E D D	A/CV/I A/CV/I A/CV/I A/CV/I A/CV/I A/CV/I A/CV/I
KNOWLEDGE & SKILLS: <ul style="list-style-type: none"> • Ability to draft legal documents and report writing skills • Evidence of continued professional development (CPD) • Ability to develop initiatives and deliver results • Ability to handle multiple legal matters simultaneously and to provide advice • Excellent communication skills with well-developed interpersonal skills • Discretion, tact and resourcefulness • Computer literate with keyboard skills 	E E E E E E E	A/CV/I A/CV/I A/CV/I I I I I
WORKING TOGETHER: <ul style="list-style-type: none"> • Influencing, negotiating and advising skills • Ability to gain credibility, inspire confidence and build relationships at all levels • Self-motivated, innovative and capable of working under pressure • Ability to work as part of a team and independently 	E E E E	I I I I
DISPOSITION: <ul style="list-style-type: none"> • Confident and highly credible • Resilient and perceptive • Ability to work to deadlines and under pressure 	E E E	A/I A/I A/I