|  |  |  |
| --- | --- | --- |
|  | **JOB DESCRIPTION** | FormJD1 |
| JOB TITLE: Employment & Equality Lawyer | **POST NUMBER:**  |
| **REPORTS TO** (Job Title)**:**   | Senior Lawyer Employment & Equality |
| **DEPARTMENT:** Legal Services | **GRADE:** 9 |
| **JE REF:** | 352 | **PANEL DATE:** | 25/06/24 |
| **1.** | **MAIN PURPOSE OF JOB** To provide high quality legal advice and assistance to the Council on Employment Law, Equality Law and Information Law. This is a career grade role (G9 – G11), and progression will depend on qualification as a solicitor, barrister or CILEX lawyer qualified to undertake reserved legal activity in the relevant field and dealing independently with increasingly complex cases.  |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES**  |
|  | i | Provide advice to client departments and other agencies  |
|  | ii | Draft, negotiate and interpret legal documents  |
|  | iii | Conduct negotiations with external parties and their legal advisors |
|  | iv | Provide advice on disputes |
|  | v | Manage all legal aspects of cases before courts, panels, tribunals, and inquiries etc; and advise on tactics, procedure and possible terms of settlement, as appropriate to the role and where necessary under supervision |
|  | vi | Provide advice and support across the court team as appropriate  |
|  | vii | With approval from the Legal Business Partner instruct external solicitors and barristers in connection with specific matters and to monitor their advice and performance in connection with those matters |
|  | viii | Carry out research into the Council’s rights and duties. |
|  | ix | Ensure that new statute, case law and developments in practice and procedure are identified and correctly applied |
|  | x | Design, prepare and deliver training to officers and Members. |
|  | xi | Provide cover for Senior Lawyers |
|  | xii | Assist the Business Partners (Legal Services) and Senior Lawyers in supervising the work of more junior members of the team |
|  | xiii | Contribute to Legal Services’ continuous improvement |
|  | xiv | Overseeing Disclosure requests relating to proceedings |
|  | xv | Overseeing all aspects of the School Admission & Exclusion Appeals process, if requested  |
|  |  | **Specific work areas:****Areas of law: Employment**Represent the Council in the Employment Tribunal.Carry out legal tasks in relation to claims against the Council in the Employment Tribunal including preparation of witness statements and other relevant documentation. Instruct and liaise directly with external representatives. Support client departments with all employment matters. Provide training for Members on the internal appeals panel. Provide legal advice on Council policies and procedures to the Human Resources (HR) department. Provide training for HR officers.**Education, School Admission & Exclusion Appeals**In addition to being assigned to one of the specific work areas detailed above, the post-holder may be asked to assist with overseeing all aspects of the School Admission & Exclusion Appeals process, including but not limited to liaising with school representatives, parents and external panel members, allocating clerking responsibilities to Paralegals, and providing appropriate advice with regards to the School Admissions Appeal Code. The postholder will be required to respond to general queries from schools on all areas of law.**Equalities**Support client departments with all equalities matters, providing advice, in particular, in respect of Equalities and Human Rights legislation. Assist in providing training to officers and Members as required. Provide legal advice to client departments on Council policies and procedures in respect of equalities matters**Information Law**Support client departments with advice in relation to Data protection and information law and assist to provide training to officers and members as required. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**No. reporting – Direct: 0 Indirect: 0 |
| **4.** | **CREATIVITY & INNOVATION**The post-holder will undertake work that requires a creative and innovative approach in a number of diverse areas.The post-holder will carry out research of legal issues and apply the results to legal matters with some guidance.The post -holder will be creative in the case-management and conduct of multiple claims and will require a degree of creativity and innovation in dealing with complex and unique situations that require a rapid solution with guidance as needed.Being a member of the wider litigation team, the post-holder will help to develop new processes or work methods and draft or adapt legal documents.The post-holder will require creativity and innovation in the resolution of disputes and claims against the Council including the ability to undertake mediation and negotiation where necessary with guidance.The post-holder will develop the skills needed to be creative in the presentation of employment claims before a Tribunal and will be required to respond and think quickly in difficult situations which arise during Hearings.The post-holder will require creativity and innovation when considering and advising on major employment, and equalities policies of the Council with some guidance. The post-holder will require creativity and innovation in the preparation and presentation of training courses with some guidance.The post-holder is required to assist in giving strategic advice to senior colleagues and management as and when sought, both verbally and in writing with some guidance.The post-holder is required to comprehend complex new legislation and to assist in developing its application for the benefit of the Council with some guidance. |
| **5.** | **CONTACTS & RELATIONSHIPS*** **Internal**

Occasional contact with directors and assistant directors, and regular contact with heads of service, senior managers and other officers in the Council, to provide professional legal advice.* **External**

Regular contact with external solicitors and barristers, courts, professionals and other experts (the Council’s and those representing other parties) and members of the public. Attendance at professional interest groups.The post-holder is required to develop effective professional working relationships of trust and co-operation with both internal and external contacts. |
| **6.** | **DECISIONS – discretion & consequences**Subject to the Council’s Constitution and policies, the postholder has some discretion on the legal matters within their area of expertise to, with appropriate supervision: * interpret the law
* examine various options and solutions
* structure agreements and land, property and commercial transactions
* approach negotiations and resolve conflicts and disputes

The consequences are that:* the Council acts lawfully
* the Council is not vulnerable to legal challenge
* the Council is properly represented
* terms favourable to the Council are achieved in transactions
* conflicts and disputes are prevented or resolved, optimising the economic and other benefits to the Council and the wider community
* unnecessary legal costs are avoided.

The consequences of inappropriate courses of action may be considerable in terms of their consequential legal risk and potential financial impact on the Council and on its reputation.The postholder also has wide discretion in managing their own workload and duties in a timely manner, which enhances the reputation of the legal department internally and the Council in dealing with external parties.The post-holder often needs to respond to urgent requests for legal advice and assistance.  |
| **7.** | **RESOURCES – financial & equipment**Ensuring that the resources made available for the legal services function are managed and organised imaginatively and cost-effectively, so as to provide a professional service for the benefit of the Council, its citizens and customers. |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context****Work demands**The post-holder will be required to:* prioritise conflicting demands from various client departments in a flexible, adaptable and responsive approach;
* react quickly to unforeseen circumstances during Court hearings, Council committees and inquiries, in order to secure a satisfactory outcome to the proceedings for the Council;
* have a high level of responsiveness to react quickly to unforeseen circumstances; reprioritise workload, and adapt to constant interruptions and requests for legal advice and assistance;
* meet deadlines and timescales, many of which are fixed and statutory;
* be fully aware and committed to the development and delivery of legal advice to meet the Council’s needs.
* Some work outside normal office hours may be necessary to support the proper functioning of the Council.

Physical demands NormalWorking conditions Hybrid working home/ office environment, with attendance as necessary at committee/courtWork context Could be subject to a moderate risk of aggression from defendants and others at Court hearings, and therefore should be vigilant when entering and leaving Court and the office. |
| **9** | KNOWLEDGE & SKILLSThe post-holder will have a good knowledge of information law, local government law, and a thorough knowledge of employment and equalities law. The post holder will be an individual working towards qualification as a CILEX lawyer qualified to undertake reserved legal activity in the relevant field., solicitor or barrister, or a newly qualified CILEX lawyer qualified to undertake reserved legal activity in the relevant field, solicitor or barrister or will have a demonstrable level of knowledge comparable to the above gained by considerable practical experience.The postholder requires the following skills:* ability to work with minimal supervision
* ability to give accurate, clear and easily understood advice both to fellow professionals and lay colleagues
* good presentational skills
* the ability to prioritise
* the ability to deal with heavy workload and meet tight deadlines
* a well-developed drafting technique to produce documents (e.g. letters, agreements, leases, transfers, licences) that are clear and concise
* interpersonal skills, including team working and client care
* IT skills
* openness to new initiatives and changes in legislation and legal practice
 |
| **10.** | Position of Job in Organisation StructureJob reports to: Senior Lawyer Employment & EqualityOther jobs at this level; THIS JOBJobs reporting up to this one:  |