
Post Title: Litigation & Regulatory Lawyer

Post Hours: 37 hours per week

Grade: PO 4/7

Responsible to: Head of Legal Services

Responsible for: Legal Assistant (Litigation)

Main contact associated with principal duties:

- Members of the Council
 - Strategic Director and Corporate Director
 - Service Managers
 - Private Practice Solicitors and Barristers
 - Solicitors in other local authorities
 - Government Departments
 - Other local authorities and external bodies and members of the public
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Job Purpose:

- To provide pro-active and effective legal advice and support to officers of the Council, Councillors and any Committee or Sub-Committee of the Council.
 - To deal personally with complex legal work.
 - To represent the Council in Court and at other hearings.
 - To give guidance and advice to unadmitted legal staff.
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Control of Resources:

None.

Main duties and responsibilities:

1. To act as an advocate on behalf of the Council at such courts and inquiries, appeals and tribunals as may be directed.
2. To ensure that the Council's court commitments are properly met.
3. To conduct litigation.
4. To give advice and to draft and settle legal documentation and reports as may be required, with particular reference to planning, environmental health, highways, local taxation and licensing matters.

5. To represent the Head of Legal Services at Council Committees and other bodies as may be directed.
6. To ensure compliance with and fulfilment of the postholder's professional obligations in terms of training and conduct.
7. To perform such Performance Management Interviews as may be assigned.
8. To assist the Head of Legal Services in the formulation of the Annual Service Plan for the Legal Section.
9. To undertake such other duties and responsibilities of an equivalent nature as may be assigned from time to time.

September 2020

Selection Criteria	Essential Or Desirable	Assessment Method
Qualifications		
1. A qualified solicitor who is eligible for a current practicing certificate.	Essential	Application Interview Certification
2. Formal management or leadership training.	Desirable	Application Interview Certification
3. A current full driving licence and use of a vehicle insured for business use.	Desirable	Application Certification
Knowledge, skills, abilities and experience		
4. Significant post qualification experience in fulfilling the responsibilities set out in the job description.	Essential	Application Interview
5. Significant experience in presenting cases effectively in the Magistrates' Court and County Court.	Essential	Application Interview Test Presentation
6. Sound knowledge and understanding of the local government legislative framework.	Essential	Application Interview
7. Proven advocacy skills.	Essential	Application Interview
8. Proven ability to plan and prioritise work, manage time and respond effectively to changing circumstances.	Essential	Application Interview
9. Proven ability to create, maintain and enhance effective working relationships with senior management, colleagues, staff at all other levels, Members and external partners.	Essential	Application Interview
10. A reasonable level of competence in the use of Microsoft applications (e.g. Word and Excel).	Essential	Application Interview Test
11. Proven ability to communicate effectively with groups and individuals, both orally and in writing.	Essential	Application Interview Presentation
12. Knowledge and understanding of the Council's duties under the Equality Act 2010.	Essential	Application Interview

13. Post qualification experience in a local authority legal department.	Desirable	Application Interview
14. Experience of the conduct of matters in the High Court and Crown Court.	Desirable	Application Interview
15. Knowledge of 2 or more of the following areas of law: <ul style="list-style-type: none">• Planning• Highways• Environmental Health• Local Taxation• Licensing	Desirable	Application Interview

Date: September 2020