

# Job Profile

| Position Details |                                                      |
|------------------|------------------------------------------------------|
| Post             | Litigation Lawyer (Legal Officer)                    |
| Service Area     | Corporate Governance – Legal Service/Litigation Team |
| Reports to       | Principal Lawyer Litigation                          |
| Grade            | PO4 – PO5                                            |
| Job Family       | Legal                                                |

| Role Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>To provide legal advice and to put into effect the instructions of the Council and external clients - to include Homes for Haringey - in a way that will provide the Council with an excellent and continuously improving Legal Service and enable the Council to fulfill its vision and objectives.</p> <p>To contribute to the work of the Corporate Legal Service by providing legal advice, assistance, drafting and advocacy as required.</p> |

| Main Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. To manage a full and varied caseload of advice and litigation matters as required, including giving legal advice to colleagues within the Council and clients outside of the Council on the law and practice to enable the Council to discharge its functions legally and effectively</li> <li>2. To represent the Council in applications before Courts and Tribunals, instructing Counsel as required.</li> <li>3. To advise elected Members where appropriate and attend the Executive, Committee and Sub-Committee meetings and provide reports, or Legal comments on client reports, as required.</li> <li>4. To provide advice and support to the Council's Partners and stakeholders as required</li> <li>5. To cover the workload of colleagues as required and contribute to the recruitment and training of new members of staff to ensure a seamless service provision to the Council.</li> <li>6. To assist in the supervision of staff as required.</li> <li>7. To contribute to the development of the Legal Service through identifying opportunities for improvement and to assist in achieving the goals set out in the Business Plan, including participating in projects to ensure the continuous improvement of the Service.</li> <li>8. To provide training in conjunction with other team members, to other members of the Service, the Council and its partners and external clients, to ensure that they are kept up to date and are acting in accordance with the law.</li> <li>9. To make use of the updating materials provided by the Service, e.g. electronic products, journals etc. to ensure conversance with the most current law in the relevant practice area and to underpin effective and efficient legal advice.</li> </ol> |

10. To conduct all work in accordance with practice management standards laid down by the Law Society (Lexcel) and all other departmental and corporate performance standards in order to maintain standards of excellence.
11. To report to the Assistant Director of Corporate Governance and the Assistant Head of Legal Services and Deputy Monitoring Officer any evidence of illegality or procedural default within the Council to enable the matter to be investigated by the Monitoring Officer.
12. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
13. To visit a range of locations within and outside the Borough if necessary, attend meetings which may occur outside of the normal working day and work outside of normal office hours on occasions.

| Generic Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol> |

| Knowledge, Qualifications, Skills and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Essential or Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p><b>A Solicitor, Barrister, CILEX or equivalent with experience of conducting a varied and mixed caseload in at least two of the following areas; Civil Litigation; Criminal Litigation; Housing – to include homelessness - and Anti-Social Behaviour.</b></p> <p>These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, <u>as the shortlisting decision will be based on our assessment of you against these criteria.</u></p> <p>The final assessment process will also seek to assess these characteristics.</p> <p><b>Abilities/Experiences</b></p> | E                      |

|                                                                                                                                                                                                                                                                                                            |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <ul style="list-style-type: none"> <li>• Experience of conducting a mixed caseload of at least 2 of the following areas of law civil litigation, criminal litigation and housing – to include homelessness - and anti-social behavior, including experience of pre proceedings work and advice.</li> </ul> | E |
| <ul style="list-style-type: none"> <li>• Experience of advocacy in the County Court and Magistrates Court</li> </ul>                                                                                                                                                                                       |   |
| <ul style="list-style-type: none"> <li>• Experience of working in legal services, preferably within a public sector setting</li> </ul>                                                                                                                                                                     | E |
| <ul style="list-style-type: none"> <li>• Proficient use of MS Office applications.</li> </ul>                                                                                                                                                                                                              | E |
| <p><b>Qualifications (only if applicable)</b></p>                                                                                                                                                                                                                                                          | E |
| <ul style="list-style-type: none"> <li>• A Solicitor, Barrister, CILEX or equivalent experience</li> </ul>                                                                                                                                                                                                 | E |
| <p><b>Knowledge/Skills</b></p>                                                                                                                                                                                                                                                                             | E |
| <ul style="list-style-type: none"> <li>• Ability to communicate orally and in writing accurately, clearly and precisely.</li> </ul>                                                                                                                                                                        | E |
| <ul style="list-style-type: none"> <li>• Good organisational skills – able to plan and manage own time and workload effectively ensuring that deadlines and timescales are met while maintaining accuracy and attention to detail.</li> </ul>                                                              | E |
| <ul style="list-style-type: none"> <li>• Ability to work on own initiative, objectively, calmly and efficiently under pressure in order to deal with priorities and manage time.</li> </ul>                                                                                                                | E |
| <ul style="list-style-type: none"> <li>• Ability to contribute to and work well within the Legal Services team including where necessary the supervision of staff.</li> </ul>                                                                                                                              | E |
| <ul style="list-style-type: none"> <li>• Ability to contribute to the work of a team and to work well with support staff, clients and consultants and external lawyers</li> </ul>                                                                                                                          | E |
| <ul style="list-style-type: none"> <li>• Commitment to personal development and willingness to support the development and improvement of the Legal Service and to work flexibly adapting to a changing environment.</li> </ul>                                                                            | D |
| <ul style="list-style-type: none"> <li>• Ability to develop and maintain effective professional relationships with a wide range of stakeholders.</li> </ul>                                                                                                                                                | E |
| <ul style="list-style-type: none"> <li>• Understanding of the political environment and its implications for the provision of legal services</li> </ul>                                                                                                                                                    | E |
| <ul style="list-style-type: none"> <li>• Ability to manage risk in the public sector.</li> </ul>                                                                                                                                                                                                           |   |
| <ul style="list-style-type: none"> <li>• Commitment to equalities in employment and service provision and understanding of the Council’s policy on equalities and diversity.</li> </ul>                                                                                                                    | D |
| <ul style="list-style-type: none"> <li>• An appreciation of the needs of a diverse urban community.</li> </ul>                                                                                                                                                                                             | E |

|  |   |
|--|---|
|  | D |
|--|---|

E

| Main Contacts & Other Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Main Contacts:</u></p> <ol style="list-style-type: none"><li>1. Homes for Haringey</li><li>2. Environmental Services and Community Safety</li><li>3. Corporate Property and Major Projects</li></ol> <p><u>Other Information:</u></p> <p>At PO5 grade:</p> <p>Progression from Scale PO4 to PO5 will require the postholder to fulfill all of the duties listed above and in addition, to be self motivated, work with minimal supervision, and work to the following higher standards:</p> <p>To evidence significant specialist knowledge in a particular area and to deliver effective advice on complex cases before the, tribunals, committees or subcommittees</p> <p>To improve the performance and reputation of the Legal Service in terms of processes, advice and relationships.</p> <p>To advise, motivate, guide and train less experienced staff.</p> |

## Additional Information

Please complete the additional information as fully as you can.

| Supervision / Management of People                                                                       |               |               |                |               |
|----------------------------------------------------------------------------------------------------------|---------------|---------------|----------------|---------------|
| Please indicate which group best describes the total number of staff the post holder is responsible for: |               |               |                |               |
| None                                                                                                     | Up to 5 staff | 6 to 15 staff | 16 to 49 staff | 50 plus staff |
| X                                                                                                        |               |               |                |               |
| Are the staff based at the same work location?                                                           |               |               |                | N/A           |
| Will the post holder be responsible for contract / agency / project staff?                               |               |               |                | N/A           |

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

| Work Environment                                                                                |        |                  |                                                                                |        |                  |
|-------------------------------------------------------------------------------------------------|--------|------------------|--------------------------------------------------------------------------------|--------|------------------|
| Activity                                                                                        | Yes/No | % of working day | Activity                                                                       | Yes/No | % of working day |
| Office duties.                                                                                  | Yes    |                  | Use of a computer.                                                             | Yes    | 90%              |
| Audio typing.                                                                                   | NO     |                  | Crisis or conflict situations.                                                 | No     |                  |
| Walking more than a mile.                                                                       | NO     |                  | Manual handling.                                                               | NO     |                  |
| Working alone or in isolation.                                                                  | Yes    | 10%              | Working in confined spaces.                                                    | Yes    |                  |
| Driving a car, van or minibus.                                                                  | NO     |                  | Preparing or serving food.                                                     | NO     |                  |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.                         | NO     |                  | Working in awkward positions, e.g. stooping, bending, reaching.                | NO     |                  |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | NO     |                  | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | NO     |                  |
| Regular and repetitive movements.                                                               | NO     |                  | Working shifts / unsocial hours, nights.                                       | NO     |                  |
| Outdoor work involving uneven surfaces.                                                         | NO     |                  | Standing or sitting for prolonged periods.                                     | Yes    | 80%              |

| Activity                                   | Yes/No | % of working day | Activity                                        | Yes/No | % of working day |
|--------------------------------------------|--------|------------------|-------------------------------------------------|--------|------------------|
| Working shifts / unsocial hours / nights.  | NO     |                  | Working at heights / on ladders, roof work.     | NO     |                  |
| Teaching, or responsibility for, children. | NO     |                  | Outdoor work involving extremes of temperature. | NO     |                  |
| Electrical hazards.                        | NO     |                  | Control and restraint.                          | NO     |                  |

|                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>                                                                                                                                                                        |
| <b>Team Oyster Card</b>                                                                                                                                                                                                                                                                                                 |
| <b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>                                                                     |
| NO                                                                                                                                                                                                                                                                                                                      |
| <b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>                                                                                                         |
| Laptop                                                                                                                                                                                                                                                                                                                  |
| <b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>                                                                                                                                   |
| NO                                                                                                                                                                                                                                                                                                                      |
| <b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b> |
| Responsible for the safekeeping and accuracy of all data which is created, stored, used or accessed in line with GDPR and Council procedures.                                                                                                                                                                           |
| <b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:</b>                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                         |