

Job Profile

| Position Details | |
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| Post | Senior Lawyer |
| Service Area | Corporate Governance / Legal Services / Litigation, Corporate & Property / Property, Planning and Regeneration |
| Reports to | Principal Lawyer |
| Grade | PO6-PO7 |
| Job Family | Legal |

| Role Purpose |
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| <p>To provide specialist legal advice and put into legal effect the instructions of the Council in such a way as to provide the Council with an excellent and continuously improving legal service to enable it to fulfil its overarching vision in accordance with the Council's priorities.</p> <p>To contribute to the work of Corporate Legal Services by providing legal advice and assistance as required.</p> |

| Main Responsibilities |
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| <ol style="list-style-type: none"> 1. Manage a full and varied caseload of legal matters with an emphasis on Planning and Regeneration issues, including giving legal advice to colleagues within the Council and its partners on the law and practice to enable the Council to discharge its functions legally and effectively. 2. To deliver complex specialist advice on legal matters with minimum supervision. 3. To evaluate and advise on all aspects of legal matters in a variety of forums. 4. To represent the Council in applications before an Inquiry the Magistrates Court, County Court and High Court and instructing Counsel as required. 5. To advise elected Members where appropriate, and attending the Executive, Committees and Sub-Committees and providing reports as required. 6. To provide advice and support to the Council's partners and stakeholders. 7. 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. 8. To contribute to the development of the Legal Service through identifying opportunities for improvement, and supporting, motivating and coaching colleagues within the team / Legal Service. 9. To contribute to the Legal Service Business Planning process. 10. To contribute to the work of Legal Services by providing legal advice and assistance as required. |

11. To build and maintain credible professional relationships with Council colleagues and external partners and stakeholders.
12. 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.
13. To make use of the updating materials provided by the Service, eg electronic products, journals etc. to ensure that they are conversant with the most current law in their area of work to enable them to give effective and efficient legal advice.
14. To provide training in conjunction with other team members, to other members of the Service and the Council and its partners, to ensure that they are kept up to date, and are acting in accordance with the law.
15. To assist in the supervision of lawyers in the team.
16. To assist the Legal Service to achieve goals set out in its business planning process, including participating in projects to ensure the continuous improvement of the Service.
17. To report to the Assistant Director of Corporate Governance/Monitoring Officer and the Assistant Head of Legal Services/Deputy Monitoring Officer any evidence of illegality or procedural default within the Council to enable the matter to be investigated by the Monitoring Officer.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

| Knowledge, Qualifications, Skills and Experience | Essential or Desirable |
|---|------------------------|
| <ul style="list-style-type: none"> At least 2-4 years recent post qualification experience of working in legal practice conducting a caseload consisting of planning, highways and regeneration matters | Essential |
| <ul style="list-style-type: none"> Post qualification experience of conducting the above mentioned caseload within a public sector setting | Desirable |
| <ul style="list-style-type: none"> Experience of advocacy in an Inquiry, the Magistrates or County Courts or other relevant courts and Tribunals, to include planning appeals at both hearing and public inquiry stage. Experience of advising on regeneration schemes and more complex public inquiries, High Court appeals and judicial reviews in the context of planning would also be useful. | Desirable |

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| • Experience of attendance at, and advising, committees | Desirable |
| • Experience of supervision of staff | Desirable |
| • Experience of delivering legal advice in a partnering environment | Desirable |
| • Experience of contributing to the design and implementation of business planning and strategy development in a legal environment | Desirable |
| • A Solicitor, Barrister, Fellow of the Institute of Legal Executives | Essential |
| • The ability to communicate orally and in writing clearly and precisely | Essential |
| • The ability to work on own initiative and with minimum supervision | Essential |
| • The ability to work objectively, calmly and efficiently under pressure | Essential |
| • The ability to contribute to the work of a team, and to work well with both legal and support staff, clients and consultants | Essential |
| • The ability to deliver excellent specialist advice in planning, highways and regeneration matters in an accessible way to a variety of clients, partners and stakeholders | Essential |
| • Proven skill in working successfully in a political environment, and an understanding of its implications for the provision of Legal Services | Essential |
| • Organisational ability in dealing with priorities and managing time | Essential |
| • Understanding of, and ability to manage, risk in the public sector | Essential |
| • The ability to develop and maintain effective professional relationships with a wide range of stakeholders | Essential |
| • The ability to support, motivate and develop colleagues | Essential |
| • Good research skills | Essential |
| • Commitment to the role | Essential |
| • A willingness to work flexibly, and to adapt to a changing environment | Essential |
| • Able to use Microsoft Word packages and a computerised case management system – Visualfiles or other equivalent and online law library | Essential |
| • An appreciation of the needs of the communities of a deprived inner city urban area | Essential |
| Special Requirements | |
| • Attendance at some evening meetings | |

Main Contacts:

1. Senior Managers (Chief Executive, Chief Officers, Assistant Directors; Service Managers and Heads of Service)
2. Members of the Council
3. The Legal Service and other officers in service Units
4. External partners, to include Counsel; legal firms working for / with the Council; courts and tribunals; experts working for / with the Council; Homes for Haringey

Other Information:

Progression to grade PO7 will require the post holder to fulfil all the duties listed above and in addition, be self-motivated, work with minimal supervision, and work to the following higher standards:

- Evidence of a range of specialisms or technical knowledge in more than one area or in an area of particular significance to the Council with experience over a significant period of time or through involvement in a wide range of projects/matters.
- Evidence of high client satisfaction for their own work and that which they are co-ordinating, together with examples of how this has been achieved
- Evidence of supporting the development of others through a coaching or mentoring approach, to deliver increased capacity
- Examples of teamwork and collaboration across partnerships to achieve successful outcomes
- Evidence of contribution to the strategic development of the Service
- Evidence of carrying out regular and successful supervision and contributing to the appraisal process
- Evidence of flexibility and ability to manage workload effectively in response to changing priorities
- Examples of SRA Continuing competency requirements and activities to keep abreast of relevant legislation, case law and trends

Additional Information

Please complete the additional information as fully as you can.

| Supervision / Management of People | | | | |
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| 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 |
| ✓ | | | | |
| 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 | |
| Audio typing. | | | Crisis or conflict situations. | Yes | |
| Walking more than a mile. | | | Manual handling. | | |
| Working alone or in isolation. | | | Working in confined spaces. | Yes | |
| Driving a car, van or minibus. | | | Preparing or serving food. | | |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B. | | | Working in awkward positions, e.g. stooping, bending, reaching. | | |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | | | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | | |
| Regular and repetitive movements. | | | Working shifts / unsocial hours, nights. | | |
| Outdoor work involving uneven surfaces. | | | Standing or sitting for prolonged periods. | Yes | |

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

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| Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients: |
| Oyster card |
| 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: |
| |
| 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: |
| Laptop |
| 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: |
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| 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: |
| Responsible for the safekeeping and accuracy of all data which is created, stored, used or accessed in line with GDPR and Council procedures. |
| 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: |
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