

# Job Profile

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

Role Purpose
<p>To provide specialist legal advice (mainly in the legal areas of Employment, Education and Corporate) to 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 the Council to fulfil its vision of making Haringey a better place in accordance with Council values.</p> <p>To contribute to the work of Corporate Legal Services by providing legal advice and assistance as required.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Manage a full and varied caseload of legal matters as required, 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.</li> <li>2. To deliver complex specialist advice on legal matters as required with minimum supervision.</li> <li>3. To evaluate and advise on all aspects of legal matters in a variety of forums.</li> <li>4. To represent the Council in applications before the Magistrates Court, Employment Tribunal, Planning Inquiries, County Court and High Court and instructing Counsel as required.</li> <li>5. To provide advice and support to the Council's Partners and stakeholders.</li> <li>6. To advise Elected Members where appropriate and attending the Executive, Committees and Sub-Committees and providing reports as required.</li> <li>7. To contribute to the development of the Legal Service through identifying opportunities for improvement and supporting, motivating and coaching colleagues within the Legal Service.</li> <li>8. To build and maintain credible professional relationships with Council colleagues and external Partners and stakeholders.</li> <li>9. To contribute to the Legal Service Business Planning process.</li> <li>10. To make use of the updating materials provided by the Service, e.g. 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.</li> </ol>



11. 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 a standard of excellence.
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 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.
14. To report to the Assistant Head of Legal Services any evidence of illegality or procedural default within the Council to enable the matter to be investigated by the Monitoring Officer.
15. To assist the Legal Service to achieve the goals set out in its Business Plan including participating in projects to ensure the continuous improvement of the Service.
16. To assist in the supervision of lawyers in the team.

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
<ul style="list-style-type: none"> <li>• Experience of managing a full and varied caseload of legal matters, including giving legal advice on the law and practice to in the legal areas of Employment and Education</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of working in legal services, within a public sector setting.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Experience of advocacy in the Employment Tribunal, Magistrates or County Court.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of supervision of staff.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Experience of delivering legal advice in a partnering environment.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Experience in contributing to the design and implementation of business plans.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Attendance at some evening meetings</li> </ul>	E
<ul style="list-style-type: none"> <li>• Solicitor, Barrister, Fellow of the Chartered Institute of Legal Executives.</li> </ul>	E



<ul style="list-style-type: none"> <li>• The ability to communicate orally and in writing, clearly and precisely.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and with minimum supervision.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to work objectively, calmly and efficiently under pressure.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to contribute to the work of a team and to work well with both legal and support staff, clients and consultants.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to deliver excellent specialist advice in an accessible way to a variety of stakeholders and clients.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Proven skill in working successfully in a political environment and an understanding of its implications for the provision of Legal Services.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Organisational ability in dealing with priorities and managing time.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Understanding of and ability to manage risk in the public sector.</li> </ul>	E
<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>• Ability to support and motivate and develop colleagues.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good research skills.</li> </ul>	D
<ul style="list-style-type: none"> <li>• Commitment to the role.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Willingness to work flexibly and to adapt to a changing environment.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Able to use MS Office products.</li> </ul>	E
<ul style="list-style-type: none"> <li>• An appreciation of the needs of the communities of a deprived inner-city urban area.</li> </ul>	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Senior Managers (Chief Executive, Chief Officers, Assistant Directors; Service Managers and Heads of Service)</li> <li>2. Members of the Council</li> <li>3. The Legal Service and other officers in service Units</li> <li>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</li> </ol> <p><u>Other Information:</u></p> <p>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:</p>



- 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				
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.	No		Crisis or conflict situations.	Yes	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		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	



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>
Oyster card
<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>
N/A
<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>
N/A
<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>
N/A