

# Job Profile

Position Details	
Post	Senior Legal Assistant Litigation
Service Area	Corporate Governance / Legal Services / Litigation, Corporate & Property / Litigation
Reports to	Principal Lawyer
Grade	PO1-PO3
Job Family	To be completed by HR

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

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To manage a caseload of advice and litigation matters as required, including giving legal advice to colleagues within 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.</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 supervise and support the development of the Legal Assistants through coaching and advice.</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, 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 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"> <li>• Experience of conducting a mixed caseload of at least 2 of the following areas of law - civil litigation, criminal litigation, housing and anti-social behavior, including experience of pre proceedings work and advice.</li> <li>• Experience of advocacy in the County Court, Magistrates Court or First Tier tribunal</li> <li>• Proficient use of MS Office applications.</li> <li>• You should have 5 GCSE grade A-C including English and Maths or demonstrate experience and capability to that level</li> <li>• Ability to communicate orally and in writing accurately, clearly and precisely.</li> <li>• Good organizational 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> <li>• Good Research skills</li> <li>• Ability to work objectively, calmly and efficiently under pressure.</li> <li>• Ability to contribute to and work well within the legal services team including where necessary the supervision of staff.</li> <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>	

<ul style="list-style-type: none"> <li>• Ability to develop and maintain effective professional relationships with a wide range of stakeholders.</li> <li>• Willingness to work flexibly and adapt to a changing environment</li> <li>• Understanding of the political environment and it's implications for the provision of legal services and ability to manage risk in the public sector.</li> <li>• Commitment to equalities in employment and service provision and understanding of the Council's policy on equalities and diversity.</li> <li>• An appreciation of the needs of a diverse urban community.</li> <li>• 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.</li> </ul>	
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Homes for Haringey</li> <li>2. Corporate Finance</li> <li>3. Property Services</li> </ol> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p> <p>Linked grade:</p> <p>At the PO2 level:</p> <ol style="list-style-type: none"> <li>1. 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>2. To contribute to the development of the Legal Service through identifying opportunities for improvement and contributing to the design and delivery of the Business Plan</li> <li>3. 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 support</li> <li>4. 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</li> <li>5. To report to the Assistant Director of Corporate Governance any evidence of illegality or procedural default within the Council to enable the matter to be investigated by the Monitoring Officer</li> <li>6. 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.</li> </ol> <p>At the PO3 level:</p> <ol style="list-style-type: none"> <li>7. To interpret and apply the law, dealing with procedural and other requirements applicable to local authorities, and in the giving of advice</li> <li>8. Advise, guide and train less experienced staff effectively</li> <li>9. Carry out a range of duties including interviewing witnesses, preparation and defence of proceedings, including advising on evidence and the merits of a case, with minimal</li> </ol>

supervision

10. Draft complex and unusual documentation and undertake the majority of work within the post-holders area of responsibility without supervision and work within strict legislative and other timescales

Attending before the courts in all relevant matters including defended and contested hearings

#### Organisational Structure

Please provide organisation structure chart.

## 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	80%	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.	No	
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>
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>
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>
The postholder must ensure that they input information into Visualfiles accurately and keep Council data secure
<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>