

Job Description

DIRECTORATE:	Chief Executive
DEPARTMENT:	Legal & Regulatory Services
POST:	Lawyer – Litigation
GRADE OF POST:	Grade 13
RESPONSIBLE TO:	Senior Lawyer – Litigation

JOB PURPOSE:

Assist in the delivery of legal services to the Council, in accordance with the Directorate's Business Plan. Providing expert legal advice and guidance with special emphasis on litigation including civil, criminal and employment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Providing specialist litigation law services and policy advice within the remit of the Litigation team with a particular emphasis on employment representation.
- Providing legal services personally within the specialist skills of the post-holder in respect of litigation including all negotiations on behalf of the Council as may be necessary to include representation.
- On behalf of the Chief Officer – Legal, HR & Regulatory Services and Group Manager, Legal & Democratic Services, prepare and approve reports for Council, Cabinet and other committee meetings and represent the Corporate Director at such meetings within the remit of the team.
- Maintain the high standards of the department through compliance with the LEXCEL standard.
- Assist in the development and implementation of performance management processes within the department in association with the Directorate's Business Plan.
- Supervise the work of the Paralegals and assist in the provision of professional support to others within the team.
- Actively participate in Special Interest Groups with responsibility to feedback to other colleagues and keep them fully informed of any impending implications and training opportunities.
- Represent the Council at Tribunals, Court and Inquiries as relevant to work undertaken.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification
Lawyer – Litigation

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Solicitor or equivalent. • Post graduate qualification in the law. • Evidence of CPD. 	√	Production of relevant Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Understanding of Local Government process. • Understanding of LEXCEL. • Familiarity/experience of agreeing reports for cabinet/committee and servicing the same. • Demonstrable ability to undertake a caseload with limited amount of supervision. • Demonstrable ability in respect of all aspects of litigation and employment law. 	√ √ √ √	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent ICT skills, including Microsoft Office. • Approachable/friendly. • Ability to communicate effectively both written and oral. • Familiarity with case management and time recording systems. • The ability to manage a caseload. • Comprehensive negotiating and advocacy skills. • Excellent research and analytical skills. • Ability to form constructive working relationships with a range of internal and external clients. • Demonstrable ability to 	√ √ √ √ √	Interview, application form and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	provide legal services <ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh. 		