

## JOB DESCRIPTION & PERSON SPECIFICATION

<p><b>Director Area:</b></p> <p>Resources</p>	<p><b>Job Ref Number:</b> 03939</p>
<p><b>Service Area:</b></p> <p>Legal Services Lincolnshire</p>	<p><b>Grade:</b> G16 (click <a href="#">here</a> for value)</p>
<p><b>Job Title:</b></p> <p>Deputy Head of Legal</p>	

**PURPOSE OF JOB:**

Assist the Head of Legal in the strategic management of Legal Services Lincolnshire (LSL) as a single shared legal practice contributing as a member of the LSL management team and taking responsibility for specified areas of the overall management of the practice as directed.

To provide day to day leadership and senior management to a mix of multi-disciplinary delivery team(s) as directed and manage the delivery of services for area of responsibility.

To provide and contribute to the management of the provision of high quality efficient and effective legal and governance advice and services to the County Council, partners and external customers and assist and support the County Council's, partners' and other clients' Monitoring Officers in discharging their duties and responsibilities.

To provide legal advice to members and senior officers of the Council, partners and other clients and carry a workload of the most complex and high profile, high risk matters and be a source of expertise in particular on public law and governance in support of clients' decision-making processes.

To lead on the provision of legal support to a sub-group of the County Council's commissioning strategies and to major programmes and projects (of the Council but also other partners and clients) identifying risks and issues, devising solutions and coordinating the provision of legal input across a range of specialisms both internal and external to meet the needs of the strategy, programme or project.

To role model and promote the values and culture of the service including the highest degrees of flexibility openness and collaboration and the provision of risk-based, solution focused advice centred on enabling clients to achieve their outcomes.

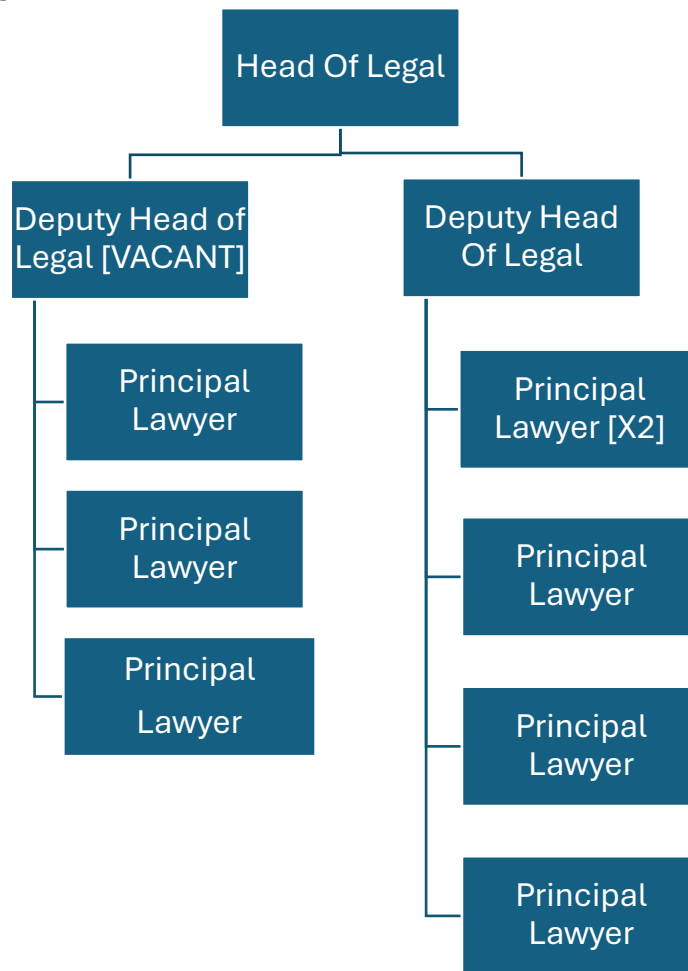
Continuously look for synergies and efficiency savings across area of responsibility.

Develop and maintain strong and effective partnership relationships with clients (whether commissioners or deliverers) and their teams.

To contribute to the achievement of the Council's vision, aims and objectives through the provision of effective legal and governance solutions to Council wide service delivery and development issues.

To take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

**TEAM STRUCTURE:**



**MAIN DUTIES:**

1	<p>The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:</p> <ul style="list-style-type: none"> <li>• Providing strategic leadership and management to deliver the agreed priorities, working collaboratively with commissioning teams.</li> <li>• Maximising the impact of resources and value for money to achieve improved outcomes.</li> <li>• A personal portfolio of corporate programmes or projects</li> <li>• To contribute as part of senior management to the creation of one organisation, giving leadership to the communities Lincolnshire County Council serves, working effectively in partnership with others to develop effective corporate solutions to the challenges the Council faces.</li> <li>• Demonstration of the Council's Core Abilities at Senior Management level. <ul style="list-style-type: none"> <li>○ Personal Leadership</li> <li>○ Being Future Focused</li> <li>○ Political and Commercial Astuteness</li> <li>○ Supporting a High Performing and Flexible Workforce</li> <li>○ Drive for Results</li> </ul> </li> </ul>
2	Understand, stimulate and engage the market, developing and maintaining relationships with clients, stakeholders, partners and potential providers.
3	Work with partners and other clients to ensure a robust approach to analysis and forecasting of their legal services needs and to balancing service delivery resource needs in terms of volume, cost and funding.
4	To review and manage current use of resources.
5	To build and develop relationships across independent, voluntary and public sector partners which promotes the practice and its services both at the level of proactive participation and involvement in service design and review and the provision of responsive legal services.
6	To contribute to the development and implementation of the service's strategies and delivery plans.
7	To contribute to ensuring that the Service is appropriately organised and structured to meet the Council's and partners' objectives and strategies, and statutory obligations and where appropriate any national and local performance indicators.
8	To look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.

9	To ensure the way in which resources in the Service are managed reflects the agreed culture and style and standing orders of the Service and the County Council.
10	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with clients, and monitoring delivery against targets.
11	To act as a role model to other managers and staff helping them to manage uncertainty and to respond positively and creatively to changing expectations.
12	To optimise the resources and infrastructure available to the Council, and ensure they are utilised effectively and efficiently.
13	To contribute to the development of leadership potential and talent across the Council coaching and motivating staff to achieve performance excellence.
14	To create a positive image of the County Council as a senior manager and employee.
15	To take ownership of the aim to deliver excellent customer service, incorporating the Council's equality and diversity objectives and help the Council to achieve best practice in all it delivers
16	Will participate in an on call rota to provide cover to deal with occasional emergencies as required.
17	To remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
18	<p><b>Provision of Legal Advice and Services</b></p> <p>a) To undertake legal services work of the highest complexity without supervision and to be the Council's and partners' and other clients' experts in local government</p>

	<p>law.</p> <p>b) To be a principal source of legal and procedural advice to senior officers, elected members and decision-making bodies of the Council (including the full Council and Executive)</p> <p>c) To provide strategic advice on current and anticipated legal matters and to provide training and support to equip the Council to respond to such matters</p>
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29	<b>Support to the Monitoring Officer</b>  To support the Monitoring Officer of the Council and partners and their deputies through the provision of legal advice, the raising of monitoring officer issues and assistance with the investigation of complaints and referrals.  The post holder may be appointed as the Deputy Monitoring Officer in the absence of the Monitoring Officer and the Chief Legal Officer and will in such circumstances have all the relevant powers to act as the Monitoring Officer.			
20	<b>Management Support and Supervision of Staff</b>  a) To provide management, professional support and supervision to ensure that the Office as a whole and Teams for whom they are principally responsible operate to the highest standards of professional conduct and ethics and provide a high quality efficient and effective service in accordance with the culture and values of the Council and the service.  b) To participate in the employee development and appraisal process and be responsible for the training development and discipline of staff within the Office either directly or through line management arrangements.  c) To co-ordinate the work of all Teams within Legal Services and to lead and/or manage specific project, task or network Teams as required.			
21	<b>Management of Service</b>  a) To play a key role in the management of Legal Services and in particular - to be a member of the Legal Services Management Team responsible for the strategic management of the Office as a whole and project Teams, - to help develop and deliver a proactive service demonstrating engagement with and understanding of business need - to co-ordinate the provision of legal services and act as a gatekeeper for the Council and partners and - to communicate effectively within and outside Legal Services			
<b>PERSON SPECIFICATION</b>				
	Requirements	Where identified*	Essential	Desirable
	Qualified and entitled to practice as a solicitor or barrister and	I	Yes	

have held the qualification for at least 7 years and will be an experienced manager, who must demonstrate, through knowledge and experience, that they can effectively carry out the duties of the post.			
A thorough understanding of the professional conduct rules and statutory requirements applicable to in-house legal practice and the general regulatory framework and the professional and commercial challenges facing inhouse local authority legal provision	I	Yes	
The ability to undertake work of a highly complex and diverse nature which necessitates knowledge and skills at an advanced/high level in public law and to be able to provide guidance and supervision in other specialisms.	I	Yes	
Detailed knowledge of the law and ethical framework applicable to local government and the duties and responsibilities of the Monitoring Officer.	I	Yes	
Substantial experience of working in an in-house local government legal services.	I	Yes	
Proven ability to manage a full and substantial workload of matters of the highest complexity and diversity without supervision.	I	Yes	

Understanding of the demands on a local government in-house legal service and experience in such a service to be able to plan and manage service development and continuous improvement.	I	Yes	
Ability to contribute to and undertake corporate	I	Yes	

management duties and able to use his/her legal skills and expertise to directly contribute to the corporate management of the whole authority.			
Consistent with the Council's competency framework	I	Yes	
Excellent presentation, written and verbal communication skills.	I	Yes	
Excellent interpersonal skills.	I	Yes	
Excellent understanding of financial systems, budgetary monitoring and systems.	I	Yes	
Effective management of budgets.	I	Yes	
Demonstrable experience of managing and implementing change.	I	Yes	
The ability to quickly establish strong positive relationships across the organisation at all levels, including elected members.	I	Yes	

The ability to influence others effectively.	I	Yes	
The ability to establish credible relationships across partner and other external organisations that command professional confidence.	I	Yes	
The ability to demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to develop and maintain services in a constantly changing environment	I	Yes	
Knowledge of main office IT packages, internet research and retrieval and bespoke software including performance and case management.	I	Yes	
Political astuteness			
Strategic thinking	I	Yes	
Interpersonal skills and a team player	I	Yes	
Communication including advocacy, negotiation, influence and persuasion at the highest level	I	Yes	
Detailed awareness of the policies aims and objectives of the Council as a whole and individual service areas.	I	Yes	
Able and willing to adapt to new areas of work	I	Yes	

Able to manage the input of diverse legal resource including external legal resource to the achievement of a single project or outcome	I	Yes	
Customer care skills	I	Yes	
Organisational skills	I	Yes	
Budget management skills	I	Yes	
*A = Application form      T = Test/Assessment      I = Interview      P = Presentation			

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.