

## **POST OUTLINE**

### **Litigation Lawyer**

**Grade:** 10

**Date created:** January 2026

#### **About the Job:**

A Litigation Lawyer within Legal Services Lincolnshire is expected to provide high quality, responsive and cost-effective legal services to our clients based within Lincolnshire County Council and within six of the District and Borough Councils situated in Lincolnshire.

The nature of the work is often fast paced and requires the ability to think on your feet. The work is varied covering a vast range of legal areas from debt recovery through to judicial review. Within court proceedings, either as the Claimant/Applicant or the Defendant/Respondent, you will need to demonstrate confidence in your ability to drive cases to resolution and comply with strict timetables.

It is essential that:-

- You are a qualified Solicitor, Barrister or Legal Executive authorised to conduct litigation under the Legal Services Act 2007.
- You have a good understanding and working knowledge of the Civil Procedure Rules and the workings of the Court System.
- You have experience in conducting Claimant/Defendant litigation and are confident in undertaking advocacy and willing to develop further into this role.
- You must also be able to demonstrate good literacy, IT skills, good communication skills and legal drafting ability.

Previous experience of local government is desirable but not essential.

The successful candidate will be required to be flexible, customer focused, a team player and able to apply skills innovatively and proactively.

#### **Specific Duties include:**

- Providing advice to clients in respect of threatened litigation and/or the prospects of bringing a claim in accordance with the Civil Procedure Rules.
- Assisting clients with understanding the litigation processes and ensuring compliance with the Civil Procedure Rules.
- Conducting investigations and collating evidence for the purposes of defending and/or issuing legal proceedings.
- Drafting all necessary documentation required for the purposes of defending and/or issuing legal proceedings.

- Communication with all parties involved in any litigation, including the Courts.
- Conducting advocacy where appropriate to do so.
- Maintaining case files in accordance with our Lexcel accreditation and our case management system.
- Assisting other more junior members of the Team.
- Such other duties as may be required to meet the needs of Legal Services Lincolnshire and its clients.

**Special Conditions:**

- To be able to travel outside the office if required to do so.
- Ability to work flexibly and, on occasions, beyond the normal contracted hours in order to meet the business needs of the service.
- To attend the office on the team's office day and such other days as may be required to meet business need. We operate a hybrid working arrangement system.