

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Environment and Economy	Job Ref Number: 5240
Service Area: Legal Services Lincolnshire	Grade: G13

Job Title: Principal Lawyer

PURPOSE OF JOB:

Manage the delivery of services for area(s) of responsibility, providing day to day leadership and management across the delivery team for that area(s), to ensure legal services work in the relevant field(s) is provided and maintained to the highest standard.

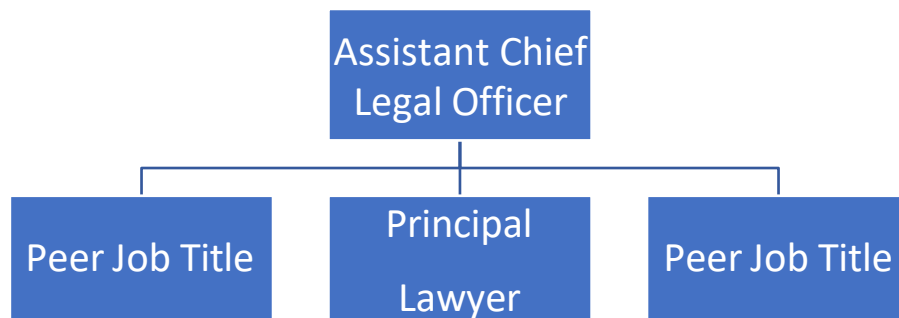
To undertake high quality and effective legal and administrative advice to the County Council and external customers. Delivering a caseload of more complex, high profile, and high risk matters. Fulfilling the role of expert in the relevant field(s) of law and a source of advice and supervision for the delivery team(s) for which the post holder is responsible.

To be a source of expertise on public law and governance in support of the decision -making processes and assisting the Monitoring Officer in discharging his/her duties and responsibilities.

To form strong effective relationships with all client contacts, across the entire client base of Legal Services Lincolnshire, continually looking to consolidate such relationships and for opportunities for formation of new ones.

Assist the Chief Legal Officer and Assistant Chief Legal Officers in the strategic management of the service as a member of the Senior Management team for Legal Services Lincolnshire. Role modelling all values and cultures of the service and championing ways of working and business processes from time to time in effect.

TEAM STRUCTURE:



MAIN DUTIES:	
1.	To provide high quality efficient and effective legal and administrative advice and services to the County Council and external customers to the highest standards of professional conduct and ethics and in a way that furthers and promotes good customer care within Legal Services Lincolnshire.
2.	To undertake all legal services work whether advice or case work as required within the area of work designated in the post outline for the time being with minimal supervision and professional support.
3.	To give legal procedural and propriety advice to senior officers, elected members or other persons or bodies whose conduct or activities fall within the remit of the Monitoring Officer's duties as appropriate for grade and to follow all instructions of the Monitoring Officer or any deputy in relation to the conduct of any monitoring officer activities. To be responsible for advising decision-making bodies of the Council and other local authority clients as to the lawfulness of their decisions and finding lawful structures and mechanisms for the achievement of the Council's objectives.
4.	To make the Monitoring Officer, Chief Legal Officer or Assistant Chief Legal Officer (or any other deputy) aware of any:- <ul style="list-style-type: none"> - matters that are of a critical nature - matters that are politically sensitive or high profile - problems in any areas of service delivery or Council activity - instance in which any advice given by him/her has been refused or ignored, or any proposals, decisions, actions or omissions that have, or would contravene any rule of law or code of practice or conduct or amount to maladministration
5.	To assist in the investigation of complaints, particularly in relation to issues raised with the Ombudsman, any Inspectorate, the Council's Auditors, or the Monitoring Officer.
6.	To provide and/or receive the level of professional support and supervision appropriate to grade and as set out in the post outline and to work to ensure that the Team as a whole operates to highest standards of professional conduct and ethics and provide a high quality efficient and effective service. Responsibility for management of multi-specialist groups of lawyers, managing skill sets flexibly to maximize the efficiency and effectiveness of the group, including recruitment conduct capability and appraisal of staff.
7.	To ensure that the post-holder deals with a workload of an appropriate size and high level of complexity.
8.	To develop strong and effective links with the users of the services provided by the post-holder and to notify any notable achievements, compliments, complaints, problems or issues relating to his/her work.
9.	To work as required with members of any other Team within Legal Services Lincolnshire and as a member of any specific project, task or network Team.
10.	Contribute to newsletters and other documents produced for internal and external communications purposes and participate in the presentation of training and development for customers, elected members and others.
11.	To operate all quality, information management and other systems, processes and procedures and to use ICT and other support services as instructed by DMT.
12.	To contribute positively to the good management of Legal Services Lincolnshire and in particular: <ul style="list-style-type: none"> - to be a member of the senior management team of the practice contributing to the strategic direction of the service - to attend Team and other meetings and participate in project Teams, Team Away days and other management development activities when required

	<ul style="list-style-type: none"> - to participate in the employee development and appraisal process - to contribute to the service and action plans for Legal Services Lincolnshire and - to communicate effectively within and outside Legal Services Lincolnshire
13.	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
14.	Understand and work with Legal Services Lincolnshire's target market and existing customers developing and maintaining relationships with County Council commissioners, partners, external customers, service users, stakeholders and potential providers.
15.	Contribute to work with partners and external clients to ensure a robust approach to analysis and forecasting of future demand and balancing service delivery in terms of volume, cost and funding
16.	To review and manage current use of resources.
17.	To build and develop relationships across Legal Services Lincolnshire's partners which promotes participation and involvement in client relationship management processes.
18.	To contribute in the development and implementation of service strategies and delivery plans to meet the Council's targets and objectives.
19.	To contribute to the Council's and partners and external clients' achievement of statutory obligations and where appropriate any national and local performance indicators.
20.	To contribute to the improvement of services in area of responsibility, identifying where possible, value for money savings and ensuring services are managed within allocated budgets.
21.	To ensure the way in which resources in the Service are managed reflects the agreed culture and style and standing orders of the County Council and the culture and style of Legal Services Lincolnshire as set out in Working in Legal Services Lincolnshire as amended from time to time.
22.	Operate Legal Services Lincolnshire's LEXCEL policies, processes and procedures and any frameworks for Quality Assurance, agreed appropriate performance standards and review processes operated by County Council commissioners, partners or external customers and, and monitor delivery against targets and commissioned requirements.
23.	To act as a role model to other managers and staff helping them to manage uncertainty and to respond to positively and creatively to changing expectations
24.	To optimise the resources and infrastructure available to the Council, and ensure they are utilised effectively and efficiently
25.	To contribute to the development of leadership potential and talent across the Council coaching and motivating staff to achieve performance excellence
26.	To create a positive image of the County Council as a manager and employee.
27.	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
28.	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.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Qualified and entitled to practice as a Fellow of the Institute of Legal Executives or Solicitor or Barrister and have held the qualification for at least 5 years and will be educated to degree level and an experienced manager who must demonstrate, through knowledge and experience, that they can effectively carry out the duties of the post.	A & I	Yes	
Ability to undertake work of a complex and diverse nature which necessitates knowledge and skills at an advanced level in a number of specialist disciplines including education, law, finance, management and procedural matters.	A & I	Yes	
Exceptional level of skill and expertise in the areas of work set out in the Job Brief gained from working in that field post qualification.	A & I	Yes	
Very good general working knowledge of the law applicable to local government, commensurate with grade.	A & I		Yes
A general awareness of the duties and responsibilities of the Monitoring Officer and the ethical framework applying to local government.	A & I		Yes
Substantial experience of working in an in-house local government Legal Service.	A & I		Yes
Able and willing to adapt to new areas of work, takes the initiative and relishes the challenge of doing so and is able to take on tasks/duties outside his/her field of expertise competently recognising when he/she lacks the requisite knowledge and requires professional support and supervision.	A & I	Yes	
Interpersonal and other skills and expertise that enables the	I	Yes	

postholder to operate at the highest level in local government.			
Proven ability to manage a full and substantial workload of complex matters with minimal supervision.	A & I	Yes	
Able to use skills and expertise to command respect and authority with those operating at the highest level both within and outside the Council.	A & I	Yes	
Able to influence and persuade at the highest level.	A & I	Yes	
Detailed awareness of the policies aims and objectives of the Council as a whole and individual Directorates.	A & I		Yes
Exceptional negotiating skills.	A & I	Yes	
Able to communicate clearly and appropriately both verbally and in writing at all levels including the highest levels.	I	Yes	
Highly skilled draftsman able to produce innovative drafting solutions to issues including in the co-ordination of a number of documents across complex projects.	A & I & T	Yes	
Able to manage the input of diverse legal resource including senior external legal resource to the achievement of a single project or outcome.	I	Yes	
Understanding of the demands on a local government in-house legal service and the experience of working in such a service to be able to contribute actively, willingly and positively to service development and continuous improvement.	A & I		Yes
Able to supervise and provide professional support to more junior colleagues in a positive and developmental way.	A & I	Yes	
Comply with requirements for continuing professional development.	A & I	Yes	
Able to devise prepare and deliver training.	A & I		Yes
Familiarity with use of IT packages as a matter of routine day to day working	A & I	Yes	

Keep up to date with changes to relevant law and procedure.	A & I	Yes	
Able to provide out of hours advice liaison and support to clients requiring immediate advice and decision-making in response to urgent demand.	A & I	Yes	
Able to travel and keep appointments	A & I	Yes	
Ability to contribute significantly to and undertake, corporate management duties and able to use his/her legal skills and expertise to directly contribute to the corporate management of the whole authority and/or the management of a major service area.	A & I	Yes	
High level of experience of working on corporate working teams. Or on departmental management projects.	A & I		Yes
<p>The postholder will also be expected to have:</p> <ul style="list-style-type: none"> • Excellent presentation, written and verbal communication skills • Excellent interpersonal skills • Excellent understanding of financial systems, budgetary monitoring and systems • Effective management of budgets • Demonstrable experience of managing and implementing change • The ability to quickly establish strong positive relationships across the organisation at all levels, including elected members • The ability to influence others effectively • The ability to establish credible relationships across partner and other external organisations that command professional confidence • The ability to demonstrate 	A & I	Yes	

<p>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</p>			
<p>*A = Application form T = Test/Assessment I = Interview P = Presentation</p>			
<p>GENERAL</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>			