

CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job Title:	Lead Lawyer
Service Cluster:	Delivery
Division:	Legal Division
Group/Team:	All
Grade:	9
Location:	Civic Centre
Reporting to:	Head of Legal Services

Job Purpose and Role

1. Under the direction of the Head of Legal Services to be responsible for the provision of legal services to the Council, and other approved partner bodies.
2. To assume responsibility for the monitoring, co ordination, operation and development of the specific services assigned to the post and to provide assistance in respect of the functions within Legal Services.
3. To effectively organise and manage the specific services assigned to the post in general as well as any additional areas of responsibility assigned by the Head of Legal Services as necessary and to serve as a member of the Division's Management team.
4. To ensure the services assigned to the post, together with such other functions assigned to the post from time to time, discharge their responsibilities in accordance with the Council's Policies and Procedures including those relating to corporate governance, performance management, equalities, human resources, health and safety and financial compliance.
5. To contribute to the corporate workings of the Council, Service Cluster and Legal Services and represent the Council, Service Cluster or Legal Services as required.
6. To act as deputy for the Head of Service in their absence in connection with all legal matters, superannuation matters and as deputy monitoring officer.
7. To act as Authorised Officer for the purposes of Article 14 of the Council's Constitution.
8. To act as Deputy Returning Officer for European, Parliamentary and Local Elections.
9. To proactively manage the provision of legal advice in connection with all major projects.

10. To support the Standards Regime in connection with local assessment and hearings by the Council.

Key Tasks and Responsibilities

1. To provide leadership, supervision and support to the Legal Services Division developing an culture of customer focus, continuous improvement, service excellence and employee motivation and development.
2. To ensure compliance with all LEXCEL requirements and to ensure this is enforced across the service.
3. To ensure the efficient and cost effective delivery of all legal services assigned to the post and such functions/responsibilities as from time to time be allocated to the post holder.
4. To make an effective contribution to the organisation and performance management of the Division, Service Cluster and Council including:

Undertaking Employee Appraisals, preparation and monitoring of Corporate Plan and Service Plan.
Attendance at Divisional Management Team
Ensuring effective communication across the service
5. To manage and assist the Chief Legal officer to recruit and develop staff within the Legal Services Division.
6. To maintain knowledge of current and developing trends in the areas of legal services for which the post holder is responsible and to ensure that the Teams benefit from that knowledge.
7. To assume personal responsibility for matters of major significance.
8. To commission, manage and monitor external legal services including Solicitors and counsel.
9. To prepare reports for and attend and/or ensure adequate and appropriate attendance at meetings of the Council, the Executive Scrutiny Board and Panels, Standing Bodies and any other relevant Member and/or Officer groups.
10. To ensure that adequate and appropriate representation is available for all Courts, Tribunals and Inquiries.
11. To be accountable as an Officer of the Court for the conduct of cases.
12. To promote and comply with the Council's Equal Opportunities and Health and Safety Policies and the Data Protection Act 1998.
13. To act in accordance with the Council's Constitution and other Codes of Conduct.

14. To undertake any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act.

No. 28

CITY OF WOLVERHAMPTON COUNCIL

PERSONNEL SPECIFICATION

Job Title: Lead Lawyer

Job Purpose and Role: As per Job Description

Criteria	Essential	Desirable	How Identified
Qualifications	Qualified Legal Professional: Solicitor, Barrister. Legal Executive	Diploma in Local Government Law. Certificate in Management	Application Form Interview Certificates
Training	Demonstration of CPD as required by the Law Society or Bar Council, ILEX Specialist training in relevant areas of law. Production and presentation of training material.	Specialist training in local government ethical framework and corporate governance issues.	Application Form Interview
Experience	Substantial knowledge of one or more areas of law to be undertaken: Management/Supervisory. Good knowledge of local government law and practice. Experience of working with Members and officers in formal and informal settings.	Working with the Monitoring Officer on ethical issues.	Application Form Interview
Special skills and knowledge	Strong knowledge of commercial property law, including leases, acquisitions, disposals, development agreements and landlord/tenant matters. Understanding of local authority powers, governance, best consideration requirements,	Good knowledge of local government law and procedure. Experience in compulsory purchase, land assembly and regeneration financing.	Application Form Interview

	<p>subsidy control and property-related procurement.</p> <p>Ability to draft and negotiate complex commercial property documents with minimal supervision.</p> <p>Experience supporting major regeneration and development projects.</p> <p>Strong risk management, analytical skills and ability to provide pragmatic, solution-focused advice.</p> <p>Ability to manage competing deadlines.</p> <p>Effective communication skills, including clear written reports for senior officers and Members.</p> <p>Ability to work collaboratively with internal services, Members, external developers and advisors.</p> <p>Competence in commissioning and managing external legal support.</p> <p>Good working knowledge of cross-cutting areas (planning, highways, construction) relevant to property work.</p> <p>Confident use of legal IT systems and document management tools.</p> <p>Desirable</p> <p>Experience in compulsory purchase, land assembly and regeneration financing.</p> <p>Understanding of valuation principles and due diligence in</p>	<p>Understanding of valuation principles and due diligence in property transactions.</p> <p>Experience delivering training to colleagues or clients.</p>	
--	---	--	--

	property transactions. Experience delivering training to colleagues or clients.		
--	--	--	--

Personal Qualities	Able to manage and lead a team of lawyers demonstrating flexibility and confidence. Customer Focussed.		Interview
Interest and Motivation	Desire to provide legal services within a culture of customer focus, continuous improvement and service excellence. Desire to expand knowledge and skills.		Interview
Commitment	Shows commitment to personal development through CPD and Employee Performance Review		Application Form Interview