At Birmingham City Council, we are always looking for people of the highest calibre whose knowledge, skills and experience will help us provide the best possible service. We are working to support a hugely diverse city with a wide range of services in order to make a positive difference every day to people’s lives. Working within one of the largest legal teams in local government, you will be involved in complex, challenging work at this exciting time in Birmingham City Council’s future. Join us, and you’ll be in a great place for both professional and personal development in our large, vibrant and evolving city.

We are seeking an experienced Legal professional to join our Employment Legal Team, specifically to deal with Employment Tribunal claims and pre-litigation support for client officers. Working in a very busy multi-disciplinary team you will have responsibility for a varied caseload, undertaking high-level, high-risk employment claims and employment advice issues, which can be both politically and financially sensitive. In conjunction with your Team Manager and the relevant stakeholders it will be your job to respond to and represent the Council in relation to our employment litigation challenges.

Ref: EC0722017

Closing Date: 20th January 2017

For informal enquiries in relation to the Employment role, please contact Alison Underwood on 07880 180361.
JOB DESCRIPTION

JOB TITLE: SOLICITOR/BARRISTER/LAWYER
GRADE: 5
DIVISION: LEGAL SERVICES
NO OF POSTS: 1
SECTION: EMPLOYMENT LAW TEAM

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To provide legal services to City Council departments, its officers and employees.

1.2 To provide representation for the City Council at the Law Courts, Tribunals and meetings as required by the nature of your work.

1.3 To provide support to the City Solicitor/Head of Law/Senior Solicitor/Barrister/Lawyer with regard to the conduct of legal casework.

1.4 To carry out such other duties in the Department as demand requires.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To carry out the duties of a Solicitor/Barrister/Lawyer to the Departments of the City Council in connection with such matters as may be allocated.

2.2 To conduct casework as may be required by the nature of your work.

2.3 To act as an advocate in Courts, Inquiries, Arbitrations and Tribunals for which the Council is a party as may be required by the nature of your work.

2.4 To prepare reports for, and attend Committees, Sub-Committees and Executive Committee as required by the City Solicitor or Head of Law.

2.5 To be committed to personal development and Investors in People principles.

2.6 To give assistance to the City Solicitor/Head of Law/Senior Solicitor/Barrister/Lawyer/Team Leader with regard to the conduct of legal casework.

2.7 To undertake such other tasks as may be allocated from time to time by the City Solicitor or Head of Law.

2.8 To actively contribute to developing the departmental, divisional and team Business Plans.

2.9 To assist with the development of the department’s Quality Management System, and to ensure that associated policies and procedures are adhered to.
2.10 To comply with the City Council’s equal opportunities policy and other valuing diversity policies.

2.11 To participate in special projects or corporate working groups assigned to him/her or to represent the Legal Services Management Team on special projects or at meetings of relevant groups from time to time.

2.12 To undertake any other duties and responsibilities allocated to the post holder by the designated managers as are commensurate with the duties of this post.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: SENIOR SOLICITOR/BARRISTER/LAWYER

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Left to work within established guidelines subject to scrutiny by supervisor.

2. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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5.0 SPECIAL CONDITIONS

5.1 Working as an effective member of a team of lawyers to deliver the best possible outcome for the Council.

5.2 This is a politically restricted post for the purposes of the Local Government and Housing Act 1989.

6.0 LOCATION

The Headquarters for the Legal Services Office are based at 10 Woodcock Street, Aston, Birmingham B7 4BL. The post holder will also travel to and or be based at other office(s) of Legal Services. The working week is based on 36.5 hours and a job-share system is in operation together with a flexitime scheme.
# Person Specification

**Post:** SOLICITOR/BARRISTER/LAWYER  
**Grade:** 5  
**Division:** LEGAL SERVICES  
**Section:** Employment Team  
**Directorate:** ECONOMY (CORPORATE RESOURCES)

## Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

## CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications</strong> NB: Full regard must be paid to overseas qualifications.</td>
<td>Solicitor/Barrister with current Practising Certificate or Lawyer with demonstrably equivalent skills, abilities and knowledge</td>
<td>AF &amp; C</td>
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<tr>
<td><strong>Experience</strong> (Relevant work and other experience)</td>
<td>Must be able to demonstrate a working knowledge of the relevant area of law</td>
<td>AF &amp; I</td>
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<td>Must be able to demonstrate competent drafting and negotiating experience</td>
<td>AF &amp; I</td>
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<td>Must be able to demonstrate an ability to utilise transferable skills if experienced in a different area of law</td>
<td>AF &amp; I</td>
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<tr>
<td><strong>Skills &amp; Ability</strong> e.g. written communication skills, dealing with the public etc.</td>
<td>Must be able to demonstrate an ability to communicate concisely and effectively both in writing and orally</td>
<td>I &amp; T</td>
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<tr>
<td></td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <strong>Part 7 of the Immigration Act 2016</strong></td>
<td>I</td>
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<td></td>
<td>Must be able to demonstrate an ability to work to tight time scales in a pressurised environment</td>
<td>I &amp; T</td>
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<tr>
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<td>Must demonstrate an ability to handle sensitive situations with tact and diplomacy</td>
<td>I</td>
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<tr>
<td></td>
<td>Must demonstrate an ability to work as a member of a team and on your own initiative</td>
<td>AF &amp; I</td>
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<tr>
<td></td>
<td>Must demonstrate an ability to work in partnership with other Council Departments and external organisations</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Evidence of continuous professional development as required by the Law Society and Bar Council</td>
<td>AF &amp; I</td>
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<tr>
<td><strong>Practice Management</strong></td>
<td>Ability to understand and implement good practice management standards</td>
<td>AF &amp; I</td>
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<tr>
<td><strong>Other</strong></td>
<td>Must demonstrate an understanding of diversity and its positive impact on the Department and wider organisation</td>
<td>AF &amp; I</td>
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<td></td>
<td>May be required to work outside of normal working hours as required or specified in the job description</td>
<td>AF &amp; I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.