Transformation Directorate

Job Description

Post: Senior Solicitor/Barrister/Lawyer

Salary/Grade: 6

Division: Legal Services

Section: Childrens Legal Team

1. **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 proactive management and leadership of staff for whom the postholder has responsibility.

   1.4 To provide support to the City Solicitor/Head of Law with regard to the conduct of legal casework.

2. **Duties and Responsibilities**

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

   2.2 To assist with legal proceedings in Courts, Inquiries, Arbitrations and Tribunals for which the Council is a party.

   2.3 To act as an advocate for the City Council in such proceedings 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 Strategic Director – Finance and Legal, City Solicitor or Head of Law.

   2.5 To give instructions and training as required to other Solicitors/Barrister/Lawyer, Legal Executives and Legal Assistants.

   2.6 To provide training as required to officers of other departments, local authorities and external organisations.

   2.7 To undertake in conjunction with the Head of Law all aspects of management and supervision of the team.
2.8 To provide proactive management and leadership to those staff for whom the postholder has responsibility:

(i) Ensuring that Appraisals are carried out and training plans are implemented and evaluated to monitor effectiveness and value for money;

(ii) Develop a clear sense of direction and motivation within the team through the use of team meetings and supervision meetings;

(iii) To organise, allocate and reallocate work within the team as necessary including the setting and monitoring of performance indicators, targets and deadlines both internally and externally. This will include ensuring that department and client enquiries are dealt with effectively and efficiently;

(iv) To be committed to personal development and Investors in People principles;

2.9 To give assistance to the Head of Law with regard to the conduct of legal casework.

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

2.11 To actively contribute to developing the departmental, divisional and team Business Plans ensuring that all team members are encouraged to contribute.

2.12 To contribute towards the development of the department’s Quality Management System, and to ensure that associated policies and procedures are adhered to within the team.

2.13 To comply with the City Council’s equal opportunities policy and other valuing diversity policies.

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

2.15 To undertake any other duties and responsibilities allocated to the postholder by the designated managers as are commensurate with the duties of this post, including working outside office hours.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:** Head of Law (Childrens Legal Team)

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. **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>
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<tbody>
<tr>
<td>Such management responsibilities as agreed with the Head of Law to include the direct supervision of fee earners in accordance with Quality Standards.</td>
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5. **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.

☐ A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council’s Equal Opportunities Policy** will be required.

6.0 **Location**

The Headquarters for the Legal Services Office is based at 10 Woodcock Street, Aston, Birmingham B7 4BL. The postholder 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.
### Transformation Directorate

#### Person Specification

**Post:** Senior Solicitor/Barrister/Lawyer  
**Grade:** 6

**Division:** Legal Services  
**Section:** Childrens Legal Team

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

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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</table>
| **Education/Qualifications**  
**NB: Full regard must be paid to overseas qualifications.** | Solicitor/Barrister with current Practising Certificate or Lawyer with demonstrably equivalent skills, abilities and knowledge | AF & I |
| **Experience**  
(Relevant work and other experience) | Must be able to demonstrate a sound appreciation of the relevant area of law and local government practice  
Must be able to demonstrate competent drafting and negotiating experience  
Must have either experience or be able to demonstrate the necessary competencies to lead and develop a team. | AF, I & T  
AF, I & T  
AF & I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | **STRATEGIC THINKING AND CHANGE MANAGEMENT**  
Must demonstrate an ability to be innovative and forward thinking  
Must demonstrate an ability to translate corporate policies and objectives to team members clearly and concisely  
Must demonstrate an ability to understand and react to the challenges facing an in-house legal service and local government | AF, I & T  
AF, I & T  
AF, I & T |
| | **ORGANISATIONAL AWARENESS**  
Must have a proven ability to actively develop and promote corporate aims and initiatives | AF & I |
### COMMUNICATION AND KNOWLEDGE MANAGEMENT

- Must have a proven ability to lead and act proactively in group discussions
- Must demonstrate a sophisticated skill level in communicating through listening, responding to verbal, written and non-verbal communication
- An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.

### PERFORMANCE MANAGEMENT

- Must have the ability to continually measure and improve performance by implementing appropriate systems to measure performance

### CUSTOMER CARE/PARTNERSHIP

- Must demonstrate an ability to develop sound partnerships within the Department and the Council
- Must demonstrate an ability to assess the needs of customer/partners and meet expectations

### LEADERSHIP AND TEAM-WORKING

- Must demonstrate clear and strong communication skills to direct, motivate and guide team members.

### DEVELOPING OTHERS

- Must demonstrate an ability to maximise opportunities for self and others to learn and develop

### SELF MANAGEMENT

- Must demonstrate the skills and abilities to set own goals and standards and monitor achievement against the goals set

### Training

- Evidence of continuous professional development as required by the Law Society and Bar Council

### Practice Management

- Ability to understand and implement good practice management standards
- Ability to regularly review processes and systems in order for best practice to be achieved/maintained
<table>
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<th>Other</th>
<th>Must demonstrate an understanding of diversity and its positive impact on the Department and wider organisation</th>
<th>AF &amp; I</th>
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<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.