

LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		
Post Title: Senior Lawyer - Planning	Post No.	Grade: L
Directorate: Governance	Division: Legal	Section: Contracts & Commercial
Version: Date agreed:	Have JE markings been attached?	
<p>Responsible to: Principal Lawyer Planning</p> <p>Responsible for: Junior staff as required.</p> <p>DBS Required? No</p> <p>Is the post politically restricted? No</p> <p>Is a Travel Allowance Payable? No</p> <p>Does this post attract an Essential Car User Allowance? No</p>		

MAIN PURPOSE OF THE JOB

To be responsible to the Principal Lawyer Planning for the provision of high quality complex legal advice and support to the Council and external clients for the service area which the team covers.

To carry an extensive caseload of high profile, complex and sensitive matters providing the full range of Legal Services necessary in respect of the areas of work covered by the team.

DUTIES AND RESPONSIBILITIES

1. To act as a senior lawyer in a team of Lawyers primarily responsible for legal matters arising from the Council's planning functions and to carry a varied, extensive and complex caseload, as required, dealing professionally, confidentially and sensitively with work arising within the Team to ensure the provision of a comprehensive quality legal service to the Council.
2. To assist with the co-ordination of the day to day activities within the team ensuring all matters allocated are given the appropriate prioritisation and covering for others when required.
3. To assist the Principal Lawyer Planning in the overall operation and development of the team and training for other officers of the Council and Members.
4. To prepare timely legal comments for committee and other papers relevant to the work of the team and provide research and guidance as required.
5. To provide innovative solutions, as necessary, to deal with complex issues of policy and strategy arising in connection with the work undertaken by the team.
6. To assist in the management of the effective use of human, financial and other resources in the team by operating within appropriate financial, management, quality and administrative systems to facilitate the efficient and cost effective operation of the Section.
7. To assist in the development and implementation of the Council's Legal Services Team Plan and assist with cross-cutting reviews and project teams to cover projects and activities relevant to the community and strategic plans delivery.
8. To assist with the implementation and monitoring of quality systems such as Lexcel and Investors in People. To participate in the achievement of the service level agreement with clients by developing and maintaining standards and objectives.
9. To supervise such staff as may be required by the Principal lawyer or Head of Commercial & Contracts.

10. To liaise with Directors, Departmental Service Heads and Senior Officers as necessary, involving liaising with Members and Central Government Officials.
11. To represent Legal Services at Cabinet meetings, Committees, working parties, panels and other meetings with Officers and outside bodies as necessary.
12. To research, draft and prepare legal proceedings, witness statements, Court and other legal documents appropriate to the work undertaken by the Team making effective use of IT systems and ensure the maintenance of precedent documents for the effective provisional routine and non-complex work carried out by others in the team
13. To ensure appropriate advice is given in respect of the work of the team bearing in mind different local and national Government policy, legal precedent and advise where this is a conflict or impact to assist the Council in finding new solutions.
14. To ensure all decisions by officers and the Members are based on necessary delegated powers under the Constitution.
15. To attend Court and Tribunals to present and defend cases as necessary.
16. To attend and advise statutory panels and boards as and when required.
17. To determine the need for and use of external advice and/or representation at Court and Tribunals in order to properly meet the requirements of the Council and to, subject to appropriate budget authority, instruct accordingly ensuring the team's budget is not exceeded.
18. To ensure that all Court, Tribunal and other timetables are met, that professional standards are maintained at all times.
19. To utilise and maintain systems relevant to the use of new technology.
20. To ensure compliance with best management practice, to meet the standards of customer care and quality and to participate in the Council's performance monitoring systems and appropriate training to ensure the highest standards of the team.

21. To assist in the collection of information for performance monitoring purposes and attend any relevant meetings to discuss performance
22. To comply with the Council's Constitution procedure rules and financial regulations

GENERAL TERMS

- To promote a positive image of Tower Hamlets and represent the Council and other local partners at local and national level, where required, attending and presenting at such conferences, seminars and working parties as may be required.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the Council's performance, development and review scheme. To engage and develop all staff in the team to ensure they have clear personal development plans.
- Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the Council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- To undertake additional duties that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

To work evenings and weekends as required, including attending committee meetings.

Signed by:	Post holder:
	Date:
	Divisional Director:

Person Specification for the Post of Senior Lawyer - Planning		Essential (E) or Desirable (D)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Good knowledge of relevant legislation and the legal and financial framework governing local government, its decision making processes and procedures.	E	A,T,I
	Good understanding of current issues and best practice on service delivery of legal services relevant to the service areas covered by the team.	E	A,T,I
	Knowledge of legal procedures and standards that apply to the post including Lexcel and Investors in People	E	A,I
Qualifications & Experience	Solicitor, Barrister or Fellow of CILEX.	E	A
	Significant and demonstrable PQ experience in the relevant practice area.	E	A,I
	High level of advocacy skills.	E	A,I
	Demonstrable experience of managing, motivating and developing staff.	E	A,I
	Broad experience of advice and interpretation of legal issues in relation to job description.	E	A,I,T
	Must demonstrate high levels of analytical, verbal and numeric reasoning skills.	E	A,I

Living the **TOWER** Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five **TOWER** Values

<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Building relationships Seeks opportunities to build positive relationships with people from other teams and partners.</p>	<p>(E)</p>	<p>(A) (I)</p>
<p>We are OPEN and transparent</p>	<p>Communicating clearly Checks understanding they are understood by others and explains jargon where needed.</p>	<p>(E)</p>	<p>(A) (I)</p>
<p>We are WILLING to challenge, innovate and be accountable</p>	<p>Personal development Looks for ways to continuously improve and develop within role.</p>	<p>(E)</p>	<p>(A) (I)</p>
<p>We empower each other to be EXCELLENT and go the extra mile</p>	<p>Having purpose & personal motivation Understands the organisation's direction of travel and actively supports that in their work and interactions.</p>	<p>(E)</p>	<p>(I)</p>
<p>We RESPECT all communities, they are the heart of everything we do</p>	<p>Respecting Diversity & being inclusive Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.</p>	<p>(E)</p>	<p>(A) (I)</p>
<p>Additional Requirements</p>	<p>Willing to undertake evening and weekend work when required.</p>		