

LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		
Post Title: Lawyer – Civil Litigation	Post No.	Grade: J
Directorate: Governance	Division: Legal	Section: Legal
Version: Date agreed:	Have JE markings been attached?	
<p>Responsible to: Principal Lawyer – Civil Litigation</p> <p>Responsible for: N/A</p> <p>DBS Required? No</p> <p>Is the post politically restricted? No (Information on whether the post is politically restricted is available here: Staff services > HR and workforce development > People management > Conduct</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 – Civil Litigation for the provision of legal advice and undertaking a varied caseload relevant to the grade in the areas of work covered by the team.

DUTIES & RESPONSIBILITIES

1. To act as lawyer in a Team of lawyers primarily responsible for non-complex legal matters arising from the Council and external clients included with the portfolio of work covered by the team.
2. To assist with the day to day activities within the Team.
3. To assist the Principal Lawyer – Civil Litigation in the overall operation and development of the Team and provide cover as and when required to other parts of the legal service.
4. To assist in ensuring effective use of human, financial and other resources in the Team and to maintain appropriate quality and administrative systems to facilitate the effective operation of the Team.
5. To assist in the development and implementation of the Council's Legal Services Team Plan, Lexcel and Investors in People.
6. To achieve the time recording target applicable to the post.

JOB ACTIVITIES

6. To liaise with Corporate Directors, Divisional Directors and Officers as necessary in respect of the caseload of matters undertaken seeking appropriate instructions and providing expert professional advice.
7. To represent the Legal Services at working parties, panels and other meetings with Officers and outside bodies as required.
8. To assist in the preparation of committee reports relevant to the caseload undertaken and to provide legal advice, comments and guidance as required for the report ensuring that the Constitution is met and that the Council has the vires to deal with the matter.

9. To prepare reports, briefing notes or other appropriate documents in relation to proposed, new or changing legislation and Council policies and procedures relevant to the caseload undertaken and assist in training officers.
10. If required to draft witness statements and other legal documents (including bespoke documents and preparing precedents) appropriate to the work undertaken by the Team utilising available IT systems for these purposes. To ensure that all legal precedents used are up to date. To assist the Principal Lawyer – Civil Litigation in legal process reviews to ensure efficient and effective working practices.
11. To deal with an extensive workload requiring legal drafting, procedure and advice on the range of issues arising in the team including dealing with matters of a sensitive nature and ensuring confidentiality at all times.
12. Ensuring that all work is appropriately prioritised to meet deadlines and targets and comply with timetables and re-prioritise work as required to deal with urgent matters in the team.
13. To attend and advise statutory panels and boards as and when required. Including attendance at meetings with senior officers from other public bodies, central government and senior partners from private legal practices.
14. In conjunction with the Principal Lawyer – Civil Litigation 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 instruct accordingly and attend conferences when required.
15. To ensure that all key dates are diarised in the team diary so that Court and Tribunal timetables are met and that professional standards are maintained at all times and that work is carried out to the standards set in Service Agreements and Lexcel standards.

16. To ensure the cost effective and professional conduct of pending or actual legal proceedings and disputes instituted by or against the Council.

17. To utilise and maintain systems relevant to the use of new technology.

18. To ensure compliance with best management practice, to meet the standards required of customer care and quality and Service Level Agreements and to partake in the Council's performance appraisal systems and appropriate training to ensure the highest standards of the Section.

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.
- 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.
- To be a Solicitor, Barrister or FILEX with degree level qualification (or equivalent).

Signed by:	Post holder:
	Date:
	Divisional Director:

GOVERNANCE DIRECTORATE

PERSON SPECIFICATION

JOB TITLE: Lawyer

POST NO.:

DEPARTMENT: Legal Services

GRADE: PO3

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job and will be used in the interview process. You should demonstrate on your application form how you meet these criteria. Although all criteria are 'essential' to the post, those marked 'E' may be prioritised in the shortlisting process.

		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge			
1.1	Knowledge of relevant legislation, standards national policies and legal procedures that apply to the post, in particular in respect of public sector work.	E	A, T, I
1.2	Knowledge of local government law and administration and best value.		A, T, I
1.3	Understanding of the principles of client care and experience of working in a Lexcel accredited office.	E	A, T, I
1.4	Understanding of risk as it relates to legal matters within the remit of the post.	E	A, T, I
Qualifications & Experience			
2.1	Practising Solicitor/Barrister or FILEX with relevant experience in the post or similar.	E	A, I

2.2	Experience in advice, interpreting legal issues, preparing written advice and conducting legal casework relevant to the post.	E	A, T, I
2.3	Ability to work unsupervised on a varied and extensive caseload of routine matters and to work effectively under pressure prioritising tasks.	E	A, T, I
2.4	Ability to undertake advocacy at tribunals and courts relevant to the post, as appropriate to grade and experience.	E	A, T, I
2.5	IT literate, able to understand and operate basic work packages including outlook.	E	A, T, I

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

We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Developing Networks Builds networks with key teams they work with, to ensure they achieve the best outcomes.	(E)	A, I
We are OPEN and transparent	Communicating clearly Checks understanding they are understood by others and explains jargon where needed.	(E)	A, I
We are WILLING to challenge, innovate and be accountable	Personal development Looks for ways to continuously improve and develop within role.	(E)	A, I
We empower each other to be EXCELLENT and go the extra mile	Makes colleagues feel appreciated & valued Enlightens people when they have made a difference and shows	(E)	I

	appreciation through internal recognition schemes.		
We RESPECT all communities, they are the heart of everything we do	Respecting Diversity & being inclusive Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.	(E)	A, I