

# CROYDON COUNCIL

## ROLE PROFILE AND PERSON SPECIFICATION

**DEPARTMENT:** Resources

**DIVISION:** Legal

**JOB TITLE:** Head of Commercial and Property Law

DRAFT

N.B: If you have any issues printing this document please contact HR

## ROLE PROFILE

<b>Job Title:</b>	Head of Commercial and Property Law
<b>Department:</b>	Resources
<b>Division:</b>	Legal
<b>Grade:</b>	select from drop down
<b>Hours (per week):</b>	36
<b>Reports to:</b>	Director of Law and Monitoring Officer
<b>Responsible for:</b>	Commercial and Property Law Team
<b>Role Purpose and Role Dimensions:</b>	<p>To act as the Deputy Monitoring Officer to the Council as required and support the work of the Director of Law and Monitoring Officer.</p> <p>To be the strategic Legal Lead for one or more departments</p> <p>To ensure that the Chief Executive, Chief Officers, Departments, Members and Committees are fully advised and that casework is cost effectively undertaken by the Commercial and Property Law Team</p> <p>To be responsible for the management of the Commercial and Property Law Team including the development, discipline and efficiency of the staff.</p> <p>To ensure best value in the provision of legal services of the Commercial and Property Legal Team and an efficient service to the Client Departments and Members of the Council.</p> <p>To contribute to the Management Team of the Division. Deputise for the Director of Law and Monitoring Officer at Departmental Leadership Team Meetings.</p>
<b>Commitment to Diversity:</b>	As a member of the Legal Division to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also

to commit to continually developing personal understanding of diversity.

**Key External Contacts:**

Croydon's external legal framework provider (s), Barristers Chambers, Courts, Other Local Authorities, Central Government departments, professional bodies, third party Solicitors, Government legal services.

**Key Internal Contacts:**

Director of Law and Monitoring Officer, Executive Director of Resources, Officers at all levels across the organisation and elected Members, departmental finance officers, departmental leadership and senior teams.

**Key Accountabilities:**

To support the Director of Law and Monitoring Officer in ensuring that she is advised so that the Council, Cabinet, Committees, Chief Executive, Executive Directors, Director and departments are well advised on all matters of law.

To support the Director of Law and Monitoring Officer in ensuring that the Mayor, the Deputy Mayor, The Leader, Cabinet Members and all Councillors are advised on all relevant matters of Law, procedure, probity and ethics.

To support the Director of Law and Monitoring Officer in ensuring clear and effective arrangements for the Discharge of the Monitoring Officer functions

The management of the Commercial and Property Legal Teams professional work and ensuring that the service specification is achieved and that the budget is properly managed.

The discipline and efficiency of the Commercial and Property Legal Team

The development and training of all staff in the Commercial and Property Legal Team to secure both their personal fulfilment and the maximisation of their use by the Council as a resource.

Setting and monitoring objectives and targets for the Commercial and Property Legal Team supervising and counselling staff to meet these.

Setting standards for the Commercial and Property Legal Team professional work and monitoring the achievement of these including the development and maintenance of suitable systems of work within the team.

To undertake a personal caseload of major matters to achieve the policy objectives of the Council's Departments within the powers and duties of the Council to include advocacy when necessary.

At all times to observe the recognised standards of professional conduct for a Solicitor and ensure that professional work within the team complies with these standards.

Ensuring the proper allocation of work to members of the Commercial and Property Legal Team and use of those staff in accordance with priorities determined by the Council in particular, seeing all incoming post for the Commercial and Property Legal Team and arranging for the distribution and allocation to all members of the group.

To provide training for Members, Chief Officers and colleagues in Client Departments as appropriate.

To ensure attendance at Council Committees and working groups as necessary. To realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job and participate in multi-disciplinary inter- departmental and cross organisational working groups and task teams.

Undertaking such projects and other duties as may be required from time to time by the Director of Law and Monitoring Officer, Executive Director of Resources and Chief Executive.

**Green Commitment:**

Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

**Data Protection:**

Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

**Confidentiality:**

Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Equalities and Diversity:**

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work,

undertake any appropriate training to help them to challenge prejudice or discrimination.

**Health and Safety:**

Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

**Is a satisfactory disclosure and barring check required?**  
[\(click here for guidance on DBS\)](#)

No

**What level of check is required?**

**Is the post politically restricted**  
[\(Click here for guidance on political restriction\)](#)

Yes

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**  
[\(Click here for guidance on ROA\)](#)

No

## Person Specification

<b>Job Title:</b>	Head of Commercial and Property Law, Resources department
<b>Qualifications:</b>	Qualified Solicitor or Barrister with a current practicing certificate
<b>Essential Knowledge:</b>	<p>A thorough practical understanding of the concepts under-pinning local government law and the impact of human rights and equalities legislation.</p> <p>Knowledge of the Law in relation to Data protection and Freedom of Information</p> <p>Knowledge of the law in relation to one or more of the following specialist areas relevant to the role:</p> <ul style="list-style-type: none"><li>• Regeneration, Property, Planning, Policy and Contracts and procurement.</li><li>• Litigation, related law and strategic advice (including housing, licensing, prosecutions, property, commercial, debt recovery and Employment)</li><li>• The Law in relation to vulnerable children and adults, including mental health, child protection and families with no recourse to public funds, education advice and policy.</li><li>• Corporate Law, including, Local Government Law, Data Protection and Freedom of Information, Governance and Constitutional issues and employment advice.</li></ul>
<b>Essential Experience:</b>	<p>Significant track record in executing team and individual performance effectively.</p> <p>Excellence on team management and service delivery in relation to the provision of customer orientated services, including the ability to manage departmental relationships.</p> <p>Experience of a significant track record of giving complex legal advice at the highest level within a major local authority.</p> <p>Demonstrate a proven track record of success in managing project based work and managing out-sourced legal services qualifications</p> <p>Significant experience of undertaking and advising on complex cases or projects within the relevant specialist areas</p> <p>Experience in good governance arrangements, to maintain democratic legitimacy of the council's work to support effective decision making.</p>

Managing effectively using performance measures to create a performance culture that drives improvement.

Success in building, and sustaining effective relationships

Embedded communication ability both upwards and downwards within an organisation and externally to improve service delivery.

**Essential skills and abilities:**

Proven ability to lead strategically at a similar level and within a similar sized Organisation, through customer services, including the ability to manage departmental relationships and support departments to deliver corporate objectives.

Ability to demonstrate comprehensive knowledge and understanding of local government law and evidence of success in interpreting and applying the law.

Ability to engender trust and confidence and demonstrate probity and integrity in the provision of advice and support on complex legal issues.

Ability to manage a team of experienced professional staff and demonstrate an appreciation and ability to work well within a team.

Demonstrate an adaptable attitude to undertake a wide range of duties.

Demonstrate a proven track record of success in managing project based work and 'managing out-sourced legal services.

Demonstrate an understanding of and an awareness of the principles of the council's equal opportunities policy and equality issues

Ability to plan and manage budgets.

Demonstrable evidence of excellent personal organisational and time management skills.

Demonstrate an ability to work under pressure and deal with unforeseen and urgent demands.