#### UTTLESFORD DISTRICT COUNCIL

**JOB DESCRIPTION**

**Designation:** Legal Services Manager **Post Number: Grade 11 £48,207**

  **– rising to £52,300**

**Directorate:** Chief Executive **Section:** Governance & Legal

**Reporting to:** AD Governance & Legal & **Located:** Saffron Walden **OR**

Monitoring Officer such other place of employment in the service of Uttlesford District Council as required.

**Responsible for:** Legal Services Team

**OVERALL PURPOSE OF JOB**

(Summary in no more than two or three sentences)

1. To provide high quality responsive and cost-effective legal services to the Council. To provide daily management of legal services (including managing the team budget) and providing supervision to the legal team. To act as Deputy Monitoring Officer.

**KEY RESPONSIBILITIES**

1. To provide planning law and general local government law services. With a particular emphasis on Planning Law (both contentious and non-contentious) to the Council, Committees, Members, Working Groups, Management Team and Officers in respect of these services.
2. To advise on planning enforcement matters and appeals and provide advocacy at appeals / inquiries where appropriate and when Counsel is not instructed. To instruct Counsel as required.
3. To prepare planning enforcement and other statutory notices.
4. To negotiate and draft Section 106 Agreements.
5. To assist and advise other colleagues in the Governance and Legal Team for example, DPO, Elections, Audit and Democratic Services as required.

6. To prepare, present or participate in the production of reports to management team, working groups and Committees.

7. To maintain an up to date working knowledge of legislation and relevant law and best practice.

1. To provide day to day management and supervision of the legal services team including managing the legal services budget.
2. In consultation with the AD of Governance and Legal & MO to assist in the development of the service.

10. To act as Deputy Monitoring Officer.

1. The duties and responsibilities in this Job Description give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

**OPERATING ENVIRONMENT**

The post holder will be expected to follow the Council policies and procedures and act in a flexible, co-operative, and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security.

**PERSON SPECIFICATION/SELECTION CRITERIA**

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

##### 1 Knowledge

1. General Local Government Law.
2. Planning appeals to include advocacy.
3. Planning Enforcement
4. Planning Agreements

##### 2 Skills

1. Good drafting, advice giving and advocacy skills.
2. Sound organisational skills and ability to prioritise conflicting workload demands.
3. Ability to lead an agile team under hybrid working arrangements and engage with internal/external stakeholders to identify and implement service improvements
4. Ability to work independently and contribute effectively as part of a team.
5. Ability to manage the service (to include budget management) and provide professional supervision to the lawyers in the team.
6. Ability to Deputise for the MO.
7. Well-developed communication skills and the ability to advise constructively at all levels of the Council and externally with appropriate persons and agencies.

##### 3 Experience

1. General Local Government Law.
2. Demonstrable experience in dealing with Planning Law matters both contentious and non-contentious.
3. Planning Agreements
4. Planning Appeals and advocacy
5. Planning Enforcement
6. Providing advice and attendance to Planning Committee, Working Groups, Officers, and Members.
7. Providing advice guidance and supervision to other lawyers.
8. Managing a team
9. Managing a budget
10. Experience of providing advice to the Monitoring Officer and members, dealing with code of conduct matters and or acting in the Monitoring Officer / Deputy Monitoring Officer role.

**4 Qualifications/Training**

1. Qualified as a Solicitor or Barrister or FILEX.
2. Up to date evidence of compliance with CPD.
3. Practicing Certificate

**5 Circumstances**

a) Ability to attend daytime Planning Committee and some evening Council meetings and travel throughout the district and to Courts and other appropriate offices elsewhere.

**Line Manager Core Accountabilities**

* Manage employees in working flexibly and collaboratively across structural boundaries as part of a project or process teams in support of key outcomes
* Manage the development of organisational capability through good people management, including the training, development, mentoring and coaching of team members
* Think creatively and constructively challenging to ensure continuous improvement
* Ensure the proper assessment, management and mitigation of risk, including Health and Safety and Business Continuity

**Safeguarding**

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

**Role Requirement**: This role does require a DBS (CRB) check.

**Pre-employment Checks appropriate to this Job Profile**

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

**Essential User**: Does not qualify as an Essential User

Effective date 01.09.2021 / Date last reviewed: March 2018

**VALUES AND BEHAVIOURS -** The postholder is expected to demonstrate the following:

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| VALUE: ACHIEVING HIGH PERFORMANCE |
| **REQUIRED BEHAVIOURS** |
| **ENTHUSIASTIC** | * Creates and maintains a positive work ethic while striving to get the job done
 |
| * Shows pride in what they do
 |
| **SUPPORTIVE** | * Identifies where changes are needed and helps make them happen
 |
| * Learns from experience/mistakes
 |
| **PROBLEM SOLVING** | * Adopts a proactive and positive approach to solving problems
 |
| * Produces innovative ideas, thinks ‘outside of the box’
 |
| **FLEXIBLE** | * Promotes and embraces change, is open to new ways of working
 |
| **VALUE: RESPONDING TO CUSTOMER NEEDS** |
| **REQUIRED BEHAVIOURS** |
| **CUSTOMER FOCUSED** | * Open and honest in communication with internal and external customers; shows courtesy and respect
 |
| * Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements
 |
| * Conducts themselves in a professional manner, promoting the council’s reputation
 |
| **RESPONSIVE** | * Understands and responds to customer needs
 |
| * Actively seeks feedback to improve customer service
 |
| * Proactively works to progress new ways of working to improve customer service
 |
| **VALUE: WORKING TOGETHER** |
| **REQUIRED BEHAVIOURS** |
| **VALUING OTHERS** | * Treats everyone fairly, with respect and dignity, responding sensitively to individuals
 |
| * Shows respect for the values, experience, contribution, or work of others
 |
| **TEAM WORKING** | * Develops team working in service area and across the council and strives to maintain a high level of motivation
 |
| * Works across service areas to attain common goals
 |
| * Encourages others to input ideas and opinions and responds to good suggestions
 |
| **OPEN/HONEST** | * Open and honest in communication, seeking and giving regular feedback
 |
| **DEVELOPING OTHERS** | * Shares job knowledge and skill willingly with other employees to help them or assist in their development
 |
| **RECOGNISING SUCCESS** | * Acknowledges success/achievements of others in the organisation
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