

# **CROYDON COUNCIL**

## **ROLE PROFILE AND PERSON SPECIFICATION**

**DEPARTMENT:** Resources

**DIVISION:** Legal and Governance

**JOB TITLE:** **Corporate Lawyer**

**Grade 11-16 Career Progression Scheme**

## ROLE PROFILE

<b>Job Title:</b>	Corporate Lawyer (Grade 11-16) Career Progression Scheme)
<b>Department:</b>	Resources
<b>Division:</b>	Legal and Governance
<b>Grade:</b>	<div>select from drop down</div>
<b>Hours (per week):</b>	14.24 (2 days)
<b>Reports to:</b>	Head of Litigation and Corporate Law
<b>Responsible for:</b>	N/A
<b>Role Purpose and Role Dimensions:</b>	<p>To provide a range of specialist legal advice and representation in relation to all areas of local government law to include corporate and constitutional advice, licensing law and information governance.</p> <p>To independently manage a caseload of matters covering all areas of local government law with particular emphasis on corporate law.</p> <p>To make an effective contribution to the development and delivery of corporate and service strategies, policies and operational plans that secure the achievement of service and council objectives.</p> <p>Work within a team providing high quality, outcomes focussed and responsive legal services to clients.</p>
<b>Commitment to Diversity:</b>	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.

As a member of the Law and Governance 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:**

Social Care and Local government Ombudsman, External Auditor, The Information Commissioner's Office, other Local Authorities, central government departments, professional bodies, external solicitors, Counsel.

**Key Internal Contacts:**

Line Manager (Head of Litigation and Corporate Law), Data Protection Officer, Director of Law and Governance, Monitoring Officer, officers at all levels across the organisation and elected Members, Council Solicitor.

**Financial Dimensions:**

The post does not carry any budget responsibility.

**Key Areas for Decision Making:**

The postholder will have a range of files which will require independent decision making on how to organise the work and independent decision making on legal advice to clients.

The postholder will have responsibility for clearing officer reports and providing legal considerations for a range of Member meetings.

The post holder will be responsible for reviewing and advising on complaints made to the Information Commissioner's Office concerning actions of the local authority and decisions which it has made.

**Other Considerations:**

Occasional evening committee attendance may be required.

**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

**Key Accountabilities and Result Areas:**

**enter the overall competence or result area;  
e.g. maintaining, monitoring and reviewing a  
budget for the division**

**Key Elements:**

This will involve:

To act as specialist legal adviser on a range of corporate legal issues and highly complex matters of a high profile or politically sensitive nature to include, local government and constitutional law, licensing and information governance to enable the Council to comply with its statutory and contractual obligations.

To assist with the drafting and scrutinising of reports for the Council, Cabinet, Committees and Sub-Committees as required, ensuring that legal implications are clearly explained.

To manage cases covering a range of local government legal issues to include internal review of Freedom of Information decisions, Data Protection Impact Assessments, complaints to the Information Commissioner's Office, Data Sharing Agreements and other information governance matters.

To monitor the work of client departments to ensure that

proposals are lawful and satisfy the requirements of public administration and probity.

To provide expertise on risk and strategy management within the area of specialism.

To attend internal and external meetings of the Council as legal advisor or representative of the Division as required. In particular Licensing Sub Committee meetings.

To prepare and provide training for Members, Chief Officers and colleagues as appropriate.

To ensure that the Head of Litigation and Corporate Law, Data Protection Officer, and Director of Law and Governance are at all times adequately informed of matters being dealt with by the post holder and to assist as required with arrangements for monitoring and progress of work.

To co-operate with and assist other team members when required ensuring that a comprehensive and responsive service is available to Council departments and Members.

To develop effective partnerships with external and internal stakeholders to co-ordinate services and collaborate on projects and ensure a multi-disciplinary approach.

To support the Leadership team in building and maintaining effective working relationships with clients to ensure delivery of a seamless commercially focussed service to clients.

To comply with practice management and compliance ensuring continuous competency by taking part in or contributing to training and mentoring.

## 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.

## Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") 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.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- 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.

## **Contribute as an effective and collaborative team member**

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

# Person Specification

**Job Title:** Corporate Lawyer

**Essential knowledge:** A Solicitor, Barrister, FCiLex (or equivalent) with a current practising certificate or eligible to apply for a practising certificate.

Knowledge and practical understanding of local government corporate and constitutional law together with the impact of human rights and equalities legislation.

A working knowledge of licensing law and an ability and willingness to undertake training to acquire further skills in this area (if necessary).

A working knowledge of Data Protection /GDPR and Freedom of Information.

A working knowledge of traffic management and an ability and willingness to undertake training to acquire further skills in this area (if necessary).

**Essential skills and abilities:**

Excellent communication and presentation skills and ability to be impactful with people of varying levels or seniority and experience.

Good research and scrutiny skills. Ability to interpret legislation and summarise the key points of relevant legislation and case law.

Excellent time management skills and the ability to work to deadlines whilst maintaining a high level of attention to detail.

Ability to work pro-actively under own initiative, prioritising work and meeting deadlines.

Ability to independently conduct own case load.

Ability to communicate effectively both verbally and in writing with a range of persons/organisations.

Ability to be flexible regarding working hours.

Ability to use Microsoft Office packages including word, excel, PowerPoint, Outlook, internet, legal case management system(s) and legal research tools.

I.T literacy including confidence to work with data management systems such as icasework.



**Essential experience:**

Knowledge of and ability to apply local government constitutional and administrative law, as well as experience of data protection and freedom of information law.

Experience of good governance arrangements to maintain democratic legitimacy of the Council's work to support effective decision making.

Working knowledge of dealing with a wide range of information governance advice and representation.

Excellent written oral and presentational skills.

Success in building and sustaining effective relationships.

**Special conditions:**

Attendance at occasional evening meetings may be required.