

Role Profile

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| Job Title: | Team Leader – Property. |
| Grade: | MG3 |
| Directorate: | Resources |
| Division | HB Public Law |
| Reports to: | Service Manager - HB Public Law |
| Date | July 2020 |

Role Profile

To support the development of HB Public Law jointly with the other Team Leaders and Service Managers. Specifically this will include:

- Ensuring the team managed by the post holder operates effectively and efficiently;
- Maintaining client care standards;
- Building and maintaining effective working relationships with senior client managers;
- Promoting the Practice to current and new clients;
- Resolving and personally dealing with complex legal issues;
- Undertaking legal management consultancy;
- Advising council, cabinet and committee meetings on law and procedure;
- Taking a high profile role in all elections;
- Supporting clients in the event of an emergency;
- Representing the Practice at Lawyers in Local Government, the London Boroughs' Legal Alliance and other professional bodies; and
- Representing the Service Manager - HB Public Law.
- To be a lead lawyer in their specialism

Job Context

HB Public Law is a shared service between a number of North West London boroughs and home countries local authorities. Staff are employed by Harrow Council, but work for a number of public sector clients. The benefits of the shared legal practice are as follows:

- A greater range and depth of legal expertise;
- More flexibility in response to Council demands;
- Reduced cost;
- Improved career opportunities for staff;
- Improved ability to recruit and retain the best staff; and
- Greater resilience.

It was an explicit part of the Councils' hopes for the future of the Practice that it grows and develops, thereby reducing the ongoing cost of legal support to them.

The post holder will play a key role in delivering what the councils expect of the Practice, which may require them to work at a number of locations, and to undertake administrative tasks in compliance with different clients' business support systems/procedures.

HB Public Law sits within the Legal and Governance Services Department of Harrow Council with Democratic & Electoral Services, Mayoralty Support, the Political Group offices and Registration Services.

Generic Duties

- Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies.
- To ensure that the post holder complies with their responsibilities as laid out in the council's health and safety policy and takes an active role in promoting a positive health and safety culture.
- Promote and ensure participation in the Council's individual performance appraisal and development initiatives and information management best practice.
- To support the operation and general elections when requested by the returning officer.

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals.

Our three values are: **Be Courageous**, **Do It Together** and **Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Main Duties

- The post holder will manage a team of 4-18 FTE lawyers supporting a number of legal specialisms, as well as undertaking a high profile caseload;
- The post holder will demonstrate expertise in the legal specialisms of the team managed;
- The post holder will support the Councils and such other clients for whom the Practice works, and work with other authorities, external barristers and private law firms to support specific cases or projects;
- The post reports to the Service Manager/s ./ Principal Lawyers - HB Public Law;

- The post holder will support the financial management of the Practice and contribute to a Practice budget of over £10m.
- Supports services with budgets within - Community, Health & Wellbeing (circa £77million), Children & Families (circa £45million), Environment and enterprise (circa £35 million), and other areas within Resources.
- The post holder will be expected to work across multiple sites and for multiple clients.

| | Service Specific Duties |
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| 1. | <p>To uphold and demonstrate the values and standards of the Legal & Governance Services Department.</p> <p>To comply with relevant sections of the Inter-Authority Agreements between the Shared services Councils.</p> <p>To build effective working relations with Elected Members, chief officers, client departments and professional colleagues.</p> <p>To ensure compliance with SRA, Lexcel & IIP standards at all times.</p> |
| 2. | <p>To front and manage a team of lawyers in their specialist area in accordance with the highest professional standards and to optimise their contribution to the delivery of Practice objectives. To undertake advocacy where appropriate.</p> |
| 3. | <p>To support driving the Practice forward, working closely with other Team Leaders and the Service Managers.</p> |
| 4. | <p>To undertake a significant role in all elections.</p> |
| 5. | <p>To provide an escalation point for team members and clients, who can make decisions and offer advice on key points.</p> |
| 6. | <p>To ensure officers and members are aware of, and trained in, relevant developments in law and policy and receive guidance on their implementation in good time to plan their responses.</p> |
| 7. | <p>To ensure that the Practice delivers a seamless legal service, in close liaison with the senior lawyers.</p> |

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| 8. | To act as an 'intelligent client' for outsourced legal support to ensure client demands are met, procurement procedures followed and appropriate charges levied and recovered. |
| 9. | To personally undertake a high profile caseload. |
| 10. | <p>To support the development of shared services and partnership working to maximise efficiency.</p> <p>To contribute to, and share, training so that the Practice is a learning unit which continuously improves.</p> |

SELECTION CRITERIA

The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying. In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the selection criteria marked 'A' below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery. If you fail to do so, you will not be shortlisted.

Shortlisting will be on the basis of assessing the selection criteria marked 'A'

| Knowledge Indicator | Essential | Desirable |
|---|-----------|-----------|
| Expertise in the legal specialisms delivered by the managed team, knowledge of effective team management and compliance with Lexcel, IIP, etc standards. | ✓ | |
| Experience | Essential | Desirable |
| <p>Experience of:</p> <p>(1) managing a team of legal specialists in their areas of specialism;</p> <p>(2) improving team and individual work performance;</p> <p>(3) advising senior clients on property matters and undertaking complex transactional work, resolving client complaints, conducting effective recruitment; and</p> <p>(4) effectively dealing with under performing staff and those accused of misconduct.</p> | ✓ | |

| Education, Qualifications and Training | Essential | Desirable |
|--|------------------|------------------|
| The post holder must be a fellow of the Chartered Institute of Legal Executives, qualified solicitor, barrister or appropriately qualified overseas lawyer | ✓ | |
| Skills and Abilities | Essential | Desirable |
| <p>Must be able to:</p> <ul style="list-style-type: none"> (1) demonstrate both a credible and professional presence for clients; (2) evidence political sensitivity; (3) inspire confidence in clients and specialist staff teams; and (4) evidence delivering excellent client care. | ✓ | |
| Other Essential Factors | Essential | Desirable |
| <p>Able to work unsocial hours and/or at venues a reasonable distance from Harrow, and to discharge election duties.</p> <p>Willing to undergo an enhanced Disclosure Barring Service (DBS) check or equivalent.</p> | ✓ | |

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| Manager Signature | Employee Signature |
| Job Title | Job Title |
| Date | Date |
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