



# Job Description & Person Specification

Job Title:	Corporate Legal Services Manager	Job Reference:	50361465
Service:	Legal and Democratic Services		
Location:	Beech Hurst, Andover	Grade:	SM1
Reports to:	Head of Legal and Democratic Services		
Date:	1 <sup>st</sup> March 2018		
<b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>			
<b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness.</b>			
<b>Main job purpose</b>			
<ul style="list-style-type: none"><li>• To support the Head of Legal and Democratic Services in providing a comprehensive, efficient and effective legal service to the Council.</li><li>• To have primary responsibility for the management of the workload and service delivery of the Corporate Legal Service and to provide effective leadership to the legal team.</li><li>• To deputise for the Head of Legal and Democratic Services and to act as a Deputy Monitoring Officer (subject to appointment by Monitoring Officer).</li><li>• To be responsible for the provision of legal advice, representation, advocacy and assistance in all areas of law and all legal matters arising from the exercise of the Council's functions, including procurement, information, governance and corporate law.</li><li>• To create, implement and manage the development and operation of appropriate systems and processes for the delivery of legal services to officers, members and clients.</li><li>• To be responsible for the management, supervision and development of staff.</li></ul>			
<b>Main responsibilities and duties</b>			
<ol style="list-style-type: none"><li>1) To ensure the provision of the highest standard advice to the Council, Officers and Members on legal and procedural matters.</li></ol>			

- 2) To undertake a wide range of contentious and non-contentious legal case work as required by the Head of Legal and Democratic Services including the drafting of any necessary documents and securing the representation of the Council in Courts and Tribunals.
- 3) To attend such committees, panels, working parties and other fora as may be required by the Head of Legal and Democratic Services to provide legal advice and support to Officers and Members as required across the range of local authority functions.
- 4) To lead and manage the Corporate legal team; to provide advice and assistance to and where necessary, supervise, coach and develop other members of the legal team.
- 5) To protect and promote the Council's interests in the course of all advice, drafting, negotiation and advocacy; and to ensure that all deadlines are met and all procedures followed correctly and expeditiously.
- 6) To ensure that the service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and relevant legislation.
- 7) To develop the use of case management systems, the implementation of Service Level Agreements, time costing and effective procedures and reporting processes on the performance of the Legal Service.
- 8) To support and manage constant improvement in the provision of legal services and to recognise the need for creativity, change and adaptation and to act accordingly in consultation with the Head of Legal and Democratic Services.
- 9) To keep up to date with developments in the relevant areas of law and be proactive in providing that information to relevant senior Council Officers and members of the Legal Service as necessary.
- 10) To draft reports, review, comment on and prepare legal advice and comment for reports to the Council, its Executive, full Council, other Council committees and other Officer/Member level meetings in consultation with other officers and Head of Legal and Democratic Services.
- 11) To develop, implement and monitor the Legal Service's objectives.
- 12) To undertake such other tasks commensurate with the post holder's experience and qualifications as may be allocated from time to time by the Head of Legal and Democratic Services.
- 13) To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

<b>Supervision and management</b>
The role involves the supervision and line management of circa six members of staff.
<b>Contacts and relationships</b>
<ul style="list-style-type: none"> <li>• Key to this role is the forming of effective relationships with members of the Legal and Democratic Service, elected members, officers and management.</li> <li>• Significant collaboration, influencing and motivation of staff in the effective delivery of services.</li> </ul>

<b>CRITERIA</b> Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	<b>ESSENTIAL DESIRABLE</b>
<b>Educational and professional qualifications</b>	
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Qualified solicitor or barrister or someone with equivalent experience</li> <li>• Evidence of continuing development of management and professional skills</li> <li>• Management qualification</li> </ul>	E E E D
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Extensive knowledge and experience of dealing with legal and governance issues within Local Government.</li> <li>• Experience of successfully managing and developing a team or department</li> <li>• Experience of working within a Practice Management System.</li> <li>• Wide experience of the work of a District Council with an understanding of current challenges facing local government.</li> <li>• Experience of undertaking Monitoring Officer duties and a demonstrably sound understanding of Local Government governance.</li> <li>• Regular exposure to a wide variety of audiences demonstrating higher ability as a communicator</li> <li>• Experience of interpreting, advising on and drafting complex legal agreements and other legal documents</li> <li>• Significant post-qualification experience</li> <li>• Management in a commercial environment</li> </ul>	E E E E E E E E D

<ul style="list-style-type: none"> <li>• Advising senior officers and Members in committee and other fora on legal and procedural matters</li> </ul>	D D
<b>Key skills</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and verbal communication</li> <li>• Excellent written communication skills.</li> <li>• Ability to successfully manage and monitor the workload of individuals within a team and to lead, motivate and develop individual employees at all levels.</li> <li>• Ability to relate to and work with people at all levels and communicate effectively to a wide variety of audiences.</li> <li>• Ability to innovate and manage change within an organisation.</li> <li>• Ability to undertake legal case work and to provide legal advice arising from the exercise of the Council's functions.</li> <li>• A sound understanding of Local Government governance.</li> <li>• Analytical, persuasive and decisive, giving clear argument and judgement.</li> <li>• Ability to collaborate and work well with others to achieve results.</li> <li>• Ability to deliver superb service to tight deadlines.</li> <li>• IT skills enabling use of email, office and other systems.</li> </ul>	All essential
<b>Personal qualities and behaviours</b>	
<ul style="list-style-type: none"> <li>• Problem solving and decisive</li> <li>• Focused on achieving high performance and best outcomes</li> <li>• Resilience</li> <li>• Committed to building successful relationships</li> <li>• Commercial acumen</li> <li>• Capacity to motivate and lead staff</li> <li>• Political sensitivity and discretion</li> <li>• Ability to relate to elected members</li> <li>• Commitment to customer service and satisfaction</li> <li>• Commitment to corporate working and collective responsibility</li> <li>• Enthusiastic and self-motivated</li> </ul>	All essential
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• This is a politically restricted post</li> <li>• Evening working required</li> <li>• Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</li> </ul>	

## **Corporate Responsibilities**

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

**Health and Safety** - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

**Safeguarding** - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

**Equalities** – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

**Social Media** - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

**Financial** – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

**Risk Management** - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

**Data Protection and Data Security** - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.