



Role Profile

Job Title: Legal Practice Manager	Grade: N	Number: AO00092
Directorate: Enabling Services	Job Family: Legal Services	Date Prepared: revised May 2018

Role reports to : Chief Legal Officer

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

To work closely with the Chief Legal Officer and perform a leading role in ensuring the delivery of an efficient, modern and high quality legal service to the Council.

Key Responsibilities:

1. To lead and manage the legal/business support team and the Leadership Support Officer in the provision of administrative support across the Legal Services function and leadership support to the Chief Legal Officer.
2. To be an active member of the Departmental management team.
3. To ensure that the use and operation of the Service's IT systems (including the Iken file management system) are continuously improved and effective.
4. To extract management and performance monitoring data from relevant IT systems and produce regular practice management information as directed by the Chief Legal Officer.
5. To ensure legal instructions are correctly allocated in a timely manner and progress on cases is effectively monitored.
6. To be responsible for and ensure continuous improvement of all departmental procedures in the delivery of the department's objectives.
7. To ensure that the department's Service Plan priorities are implemented and monitored and that improvement projects are delivered.
8. To undertake the collation and maintenance of confidential data generated as part of the Council's whistleblowing procedures and to proactively assist in the progression of matters
9. To undertake support tasks on behalf of the Chief Legal Officer in the administration of the Council's Standards Regime.
10. To provide other support to the Chief Legal Officer in the provision and management of the Service, to include recruitment, inductions, training and HR tasks, ensuring that the legal fee earners are fully supported and compliant with their professional bodies' requirements in terms of practising certificates and training.
11. To be responsible for the production of an Office Manual.
12. To undertake budget forecasting in conjunction with the Chief Legal Officer.
13. To undertake such other duties at the request of the Chief Legal Officer with a view to continuous improvement of the Service.

Contacts and Relationships:

- Daily communication will include liaising with the Chief Legal Officer and other senior officers within the Council, and with team members within the Department.
- Contact with Members and Councillors as well as Judges and other legal professionals.
- Regular contact with the Line Manager keep them fully informed of the activity of the Section and discuss any changing requirements.
- Contact across wider business support team to ensure consistency in practices and to establish working relationships for best practice.

Creativity and Innovation:

- The job involves the creating of spreadsheets, legal forms and other legal documentation for the Service, including performance management data
- To identify and make suggestions to improve the way the department operates and to lead and encourage others particularly in relation to modern efficient and effective services.
- To proactively seek additional methods of supporting the legal practitioners.
- Finding new and creative ways to motivate and inspire the team to increase productivity and confidence amongst the team members.

Job Specific Competencies:

- Excellent interpersonal and effective communication skills – both written and verbal
- The ability to communication and work alongside a variety of legal professionals
- Adaptable to new tasks and flexible in responding to changes
- Ability to work both on own and within a team and demonstrate initiative
- Manage a varied workload
- Flexible approach to working within other Legal Services teams
- Discreet and professional in approach to clients, peers and others maintaining a professional and confidential environment at all times
- A professional approach to all tasks.

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: