

Job Title: Principal Solicitor	Role Profile Number: ENH132
Grade: T	Date Prepared: Nov 2019
Directorate/Group: Resources	Reporting to: Chief Legal Officer
Structure Chart attached:	

Job Purpose

- To lead and manage a team of lawyers ensuring efficient, effective and economic cost management of the service which inspires the confidence of officers and members
- To ensure the provision of relevant legal service and advice to the council which enables and supports the client to deliver the council's objectives.
- As a member of the Legal Management Team to share professional and managerial leadership of Legal Services.

Key Accountabilities

- Performance managing your team to ensure the council receives the legal service which best supports the delivery of its wider objectives
- Oversee and provide high quality, innovative, well researched and comprehensive legal advice and services to client departments and organisations in the areas of property, planning, contracts and procurement matters together with other corporate or constitutional and administrative matters to ensure compliance with statutory duties and obligations and to protect the best interests of the council.
- Manage a complex caseload ensuring delivery of advice within the timescales required.
- Lead, direct, develop and improve the service provided - predominately in the commercial area of legal practice in order to ensure the provision of an excellent standard of client care and value for money.
- Manage the activities of the team to include performance, caseloads, productivity, motivation and development; to sometimes include recruitment and appraisals.
- Lead, manage and develop staff within the service to the best of their abilities to ensure appropriate levels of expertise, skill and capability
- To be responsible for the development, training or mentoring of colleagues where required.
- To ensure effective performance management and the delivery of agreed targets, service standards and budgets for the provision of legal services to the council
- To support the Monitoring Officer including, if requested, to act as the Council's Deputy Monitoring Officer

- To support and promote the development and maintenance of the council's governance arrangements including, to advise, as requested, at Cabinet, Council and other meetings in the absence of the Chief Legal Officer.
- Carry out such other duties as appropriate.
- The post holder will be required to work with the Elected Members and officers in a variety of locations. This will include participating in public meetings and events within and outside the borough and a requirement to work outside normal office hours on a regular basis.
- This post is politically restricted

Special Requirements

- Solution focussed
- Committed to high quality public services and local democracy
- Ability to explain complex issues in a straight forward manner
- Able to work as a member of a delivery team
- Ability to subjugate personal ambition to the wider interests of the council
- Able to manage meaningful performance, in particular to distinguish between input measures and the quality and quantity of output.
- Committed to probity, honesty and openness
- Cope effectively with uncertainty
- Commands respect; has a presence and is personally credible to diverse groups
- Energetic and personally resilient, works well under pressure
- Shrewd and creative, lateral thinker
- Committed to equality and fairness

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Excellent knowledge of legislation, policies and guidance relevant to the practice areas of those lawyers a under your command
- The ability to communicate complex issues simply
- High level leadership and management skills, in particular the management of performance
- High level communication skills, using appropriate media to achieve maximum impact
- Capacity to work in complex, integrated corporate structure
- Ability to establish and sustain positive relationships, that generate confidence and collaborative working with the Elected Members, managers and other partners and stakeholders
- Capacity to manage in a pressured environment and manage changing and competing priorities
- Direct, successful experience in a number of the principal areas of responsibility and a working knowledge of the purpose and operations of all areas
- Working in a complex environment, provision of clear balanced advice and guidance

Desirable but not essential:

- Excellent knowledge of relevant legislation and case law relating to public law.
- A thorough understanding of the legal and democratic environment within local government
- Strategic management capacity and ability to think strategically
- Consistent achievement and successful management in a large, complex organisation
- Successful track record of establishing and developing services using a performance management culture and demonstrating continuous improvement
- Leadership of major, complex projects to successful delivery
- Business and resource planning and delivery of successful outcomes
- Management of risk and quality assurance

Qualifications

- Qualified solicitor or barrister

Decision Making

- Ability to explain complex issues in a straight forward manner
- Able to manage meaningful performance.
- Able to distinguish between input measures and quality and quantity of output.

Creativity and Innovation

- Team player
- Facilitator, can do.
- Earned authority not role derived.
- Someone with who can grow into role.

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- The post holder will be required to work closely with Members and officers, sometimes in a variety of locations. This will include participating in public meetings and events within and outside the borough and a requirement to work outside normal office hours on a regular basis.
- Advising at 'board' level and track record of building successful partnerships and relationships at this level and across other organisations
- Supporting through the provision of relevant advice and guidance the Chief Executive and other members of the Leadership Team
- To provide appropriate professional advice and management information as required

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.