

<b>Job Title:</b> Lawyer (Property & Commercial Law or Corporate Contracts & Procurement or Planning)	<b>Role Profile Number:</b> ENH133
<b>Grade:</b> Q <b>Salary:</b>	<b>Date Prepared:</b> Nov 2019
<b>Directorate/Group:</b> Resources	<b>Reporting to:</b> Principal Lawyer
<b>Structure Chart attached:</b>	

**Job Purpose**

To provide a comprehensive legal service, to members and officers of the Council in terms of transactional work and advice, legal advice and legal documentation and assistance to members and officers of the Council at all levels and other clients of the Legal Department on complex and high profile matters in relation to one or more of the below areas of law, with limited supervision: follows:

- All matters involving Corporate Contracts & Procurement including general contract matters and at a higher level to complex level and high profile matters
- All matters involving Property & Commercial Law including general contract matters and at a higher level to complex level and high profile matters
- All matters involving Town Country Planning and Highways including general contract matters at a higher level to complex level and high profile matters

**Key Accountabilities**

- The role will provide high quality legal advice and competently manage a caseload of legal working autonomously to solution problems through analytical ability and thorough research
- To manage a wide ranging varied caseload
- To provide professional support and mentoring for less experienced colleagues, and oversee effective completion as required.
- To provide high quality legal advice and execute transactional work
- To work autonomously prioritising caseload ensuring deadlines and agreed time frames are met to avoid unnecessary delays and increased council cost
- To draft, negotiate and complete complex legal documentation
- To give legal advice and resolve legal matters to the Council, its Officers (at all levels) and/or Members as and when required, including making decisions on complex and high profile transactions of significant financial value with far reaching implications to the council's short and long term budgets.

- To negotiate, draft and complete all types of contractual documentation between the Council/its wholly owned companies and external parties.
- To advise on matters where the Council requires advice on Companies and Charities and to draft any documentation required pursuant to such matters.
- To attend and give advice to Cabinet or other Committees, Sub-Committees or Working Parties or other groups of the Council at public meetings or in closed sessions as and when required and to establish good working relationships with other departments and outside agencies.
- To keep updated and implement as needed new legislation, case law, codes of practice and policy relating to relevant areas of work, (and to undertake the minimum number of hours of training required by the post holder's professional qualification annually) and inform clients of significant developments by providing guidance and training to client departments and junior members of staff.
- To develop new templates for legal documentation, liaising with client departments and providing updates on work, latest legal and policy developments.
- To contribute towards the development of the team
- To carry out other duties appropriate to the level of responsibility of the post as required from time to time by the Principal Solicitor and/or Chief Legal Officer.
- To promote the development and maintenance of the highest professional standards throughout the work and service of the Council and to conduct professional work in accordance with the codes set by the Legal Services Team including full use of the Council's case management system, IKEN

### **Supplementary Accountabilities**

- To support provide support and cover with legal work within in Property & Commercial Law or Corporate Contracts & Procurement or Planning as and when required and requested.

### **Knowledge & Experience**

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

- This role is appropriate to a Solicitor/Barrister or with a Fellow of Institute of Legal Executive's, (FILEX)
- Good level of post qualification experience practicing in one or more areas of Planning Law, Property Law, or Contract and Procurement with a desire to practice in all areas.
- Experience of legal work giving advice in one or more areas as stipulated above.
- Strong intellectual problem-solving abilities, including the ability to weigh arguments and substantiate judgments
- Ability to adapt and understand the working environment of the departments clients and to work creatively to meet the corporate objectives of those departments and clients.
- Ability to function independently, take responsibility for own work and make important decisions without supervision
- Ability to handle a pressurized workload working to tight deadlines
- Dependent on experience to supervise and contribute to the training and mentoring of the work of all legal colleagues within the team
- Experience of handling and prioritising a varied and sometimes complex level of caseload and resolving a wide range of legal problems;
- Understanding of the framework of local government

- Experience of working in Court or court environment and hearings.
- Strong diagnostic skills leading to sound judgement and decision making.
- Strong verbal and written communication skills.
- Commercial acumen, understand the commercial and community impact
- Ability to communicate clear and concise legal advice verbally and in writing.

**Qualifications**

- Fully qualified Solicitor/barrister/FILEX
- Law degree or equivalent

**Decision Making**

- To give advice on any matters including legal and policy related issues and if required, to appear at the Courts or other Tribunals, and to make important decisions as to the conduct of the matters dealt with by the post holder.
- To make decisions on routing transaction and subject to experience complex and high profile transactions of significant financial value with far reaching implications to the council’s short and long term budgets with limited supervision.

**Creativity and Innovation**

- To be able to use own initiative to create, amend documentation and or process to fit the needs to the department which subject to experience, , may involve creative drafting of bespoke documentation to meet the variety of needs for the client. The provision of legal advice on routine, and sometimes complex legal issues, sometimes requiring extensive legal research and making a judgement on applicability or otherwise of legal principles on matters being dealt with.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• To supervise and mentor other members of the Legal Team, as and when required.</li> <li>•</li> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p>
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**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)*

- Internal Client departments, including officers at all levels, including Director level
- Elected Members
- External parties, as and when required in the course of your duties.

## 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.

## Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	