



**Lawyer (Civil Litigation), Legal Services**

**Grade PO4 (Newham) / Grade G.8 (Havering)**

**Location – Based in Havering and Newham but the postholder must be flexible and work across sites in Newham & Havering. They may also be required to work in other Boroughs as required to meet the needs of oneSource legal services customers.**

Accountable to:	Senior Lawyer
Accountable for:	Legal Services
Job Purpose:	<ul style="list-style-type: none"><li>• To support the provision of strategic, high level legal advice to the Councils, Members and Officers, and support the provision of legal solutions in relevant areas of legal work to enable the Councils to progress with corporate goals.</li><li>• To provide legal expertise in civil litigation, housing and corporate issues and related areas, in a shared back office support service, contributing to the delivery of a portfolio of high quality, solution focused legal work in more than one discipline and across multiple sites, to customers in different organisations.</li><li>• To supervise junior members of the team, including trainees and support staff</li></ul>
Specific Responsibilities	<ol style="list-style-type: none"><li>1. To have personal responsibility for a caseload of legal work, and act as subject expert, with appropriate support and supervisions from a Senior Lawyer or Principal Lawyer</li><li>2. To notify all high risk matters to the Senior Lawyer To pick up casework arising in their respective teams during peak times or where additional resources are required to meet demand, and if requested to do so by the Principal Lawyer provide support to other teams</li><li>3. To support strategic projects across multi-functional teams, assisting to ensure that an innovative and commercial solutions focus is adopted across projects.</li><li>4. To have responsibility for support staff.</li><li>5. To carry out advocacy when necessary on own caseload, and not to instruct external support except in accordance with agreed procedures</li></ol>

	<ol style="list-style-type: none"> <li>6. To attend meetings of the Councils as required to provide legal and governance advice.</li> <li>7. To produce or comment upon reports for various Council meetings or decision making processes.</li> <li>8. To work some evenings, weekends and occasional public holidays in order to meet the service requirements of customers and in order to ensure appropriate representation of the Councils with residents, elected members, and external bodies.</li> <li>9. Ensure that the partner Councils are provided with the best legal advice, and that legal advice is appropriate to ensure propriety of decision making.</li> <li>10. Other duties – the job description indicates the main areas of activity for this post. From time to time other tasks/duties maybe required which are commensurate with the general area of responsibility and grade of the post.</li> </ol>
<p>One Source Corporate Critical Success Factors</p>	<ul style="list-style-type: none"> <li>• Provision and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money</li> <li>• Anticipates different customer needs – delivering a customer focused shared service which is a cultural ‘fit’, is flexible and proactive in approach</li> <li>• Delivers a resilient business, which continuously improves and innovates with healthy revenue streams</li> <li>• Operates an ethos of joint working and operates across the board regardless of location</li> <li>• Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this</li> <li>• Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve</li> <li>• Invests in people and skills to deliver a sustainable business</li> <li>• Provides a transactional service that is multi-channelled, face to face, local and nationwide</li> </ul>
<p>General</p>	<p>One Source is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work.</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately</p>

## Person Specification

<p><b>Able to demonstrate and evidence a highly developed Competence in:</b></p>	<ul style="list-style-type: none"> <li>• People management including, motivation, performance and capability</li> <li>• Leadership in the provision of functions within the Shared Service</li> <li>• Service improvement, maximising efficiency and new delivery models for the functions within the shared service</li> <li>• Managing and delivering transformational change in Legal Services</li> </ul>
<p><b>Able to demonstrate and evidence Knowledge and experience in:</b></p>	<ul style="list-style-type: none"> <li>• An understanding of the workings of local government and the challenges being set by the new local government agenda along with the financial, legal and political context of local government.</li> <li>• The ability to contribute towards setting the strategic direction of Legal Services, supporting the senior management team to develop the overarching strategy for the service and the necessary supporting plans for delivery, with and through partners.</li> <li>• Knowledge of local government powers and duties and at least one of the following areas of law, civil litigation, procurement &amp; contract, planning, development.</li> <li>• Civil litigation, housing and corporate issues and related areas</li> <li>• A solicitor, barrister or chartered legal executive holding a practicing certificate,</li> </ul>
<p><b>Behaviours and personal qualities</b></p>	<ul style="list-style-type: none"> <li>• A strong manager with the ability to balance competing priorities and deliver within tight timescales.</li> <li>• A corporate team player, highly motivated and resilient.</li> <li>• A decision maker who listens to, and takes cognisance of, the views of others along with a high degree of integrity and probity.</li> <li>• Skilled communicator with the ability to communicate orally and in writing to a diverse range of audiences.</li> <li>• Ability to influence and negotiate effectively along with the ability to lead, motivate, inspire confidence and enthusiasm.</li> </ul>