

**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title:  | **Principal Solicitor (Litigation, Employment & Property)** and Legal Business Partner  |
| Salary:  | £ £72,716 - £76,206 |
| Grade:  | GRADE 18  |
| Hours:  | 37 per week  |
| Department:  | Legal & Governance Services  |
| Directorate Service Area:  | Law and Governance |
| Primary Office Location:Working Style: | County Hall, Oxford OX1 1NDHybrid/Agile |
| Budget responsibility:  | None  |
| Responsible to:  | Head of Legal and Governance (Deputy Monitoring Officer) Director of Law and Governance (Monitoring Officer) |
| Responsible for:  | Litigation, Employment & Property Legal Team (including senior solicitors, solicitors, paralegals, legal assistants, apprentices/trainees) |
| Political Restricted Post:  | Yes  |

## Job Purpose

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**Summary:**

To act as Principal Solicitor (Litigation, Employment & Property) and Legal Business Partner providing leadership to the legal team providing high quality legal advice supporting council directorates and corporate services with proactive legal advice and collaborative working to meet Council priorities in the most efficient and cost-effective way. To support the Director of Law and Governance (Monitoring Officer) and the Head of Legal & Governance Services (Deputy Monitoring Officer) in the delivery of an effective legal service and the conduct of legal case work including promoting and delivering consistent standards of governance across the Council. To act as a Principal Solicitor for Legal & Governance Services and to provide proactive management and leadership of staff for whom the post holder has responsibility.

## Job Responsibilities

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| * To be the Council’s lead legal advisor on litigation, employment and property legal, strategic and corporate matters.
* To be accountable for collaborative, proactive and high-quality solution based legal advice across the organisation, its officers and employees.
* To appear, act or represent the Council at Court, Inquest, Public Inquiries or Tribunal or act as arbitrator or adjudicator relating to any matters falling within the remit of the post and in connection with such matters as may be allocated.
* Work collaboratively with the Head of Legal & Governance Services and other Service members enabling excellence across the Service and support delivery of the Department Service Plan and Business Plan.
* To have line management responsibility for a team of specialist solicitors and staff. To actively manage the team and its performance and contribute to wellbeing, including the management of budgets and performance expectations.
* Where required, to proactively engage with the relevant Cabinet Member or Committee Chairman to add value to the provision of legal and governance support and enable the Council to achieve its overall objectives.
* To be responsible for the appropriate level of delegated decision-making including application of the Council Seal.
* To provide/deliver training to Directorates, officers and members and provide briefings and updates on changes in the law.
* To support the Director of Law and Governance and the Head of Legal & Governance Services in developing strong partnerships (internally and externally) to enhance delivery of complex and pioneering legal and project work, including liaison with, and management of, partnership arrangements with private practice partners.
* To support the Director of Law and Governance and the Head of Legal & Governance to ensure that the use of allocated financial and other resources are effectively planned, managed and controlled and that service objectives are achieved within the budgets allocated and KPIs.
* To keep well informed of current issues and development in Council matters and be responsible for keeping the Monitoring Officer and Deputy Monitoring Officer advised of ‘high risk legal issues’ including issues of governance.
* To contribute to the achievement of the Council’s equal opportunities policy and other policies valuing equality, diversity and inclusion and in accordance with Council values to treat everyone with dignity and respect.
* To research, advise on and draft reports on a wide range of sensitive/complex issues affecting the Council, ensuring that all relevant legal and governance considerations are before Members when policies/decisions are determined.
* To ensure legal, regulatory and policy compliance in the areas of litigation, employment and property, identifying opportunities and risks and escalate/report where appropriate.
* To support and assist with the recruitment, training and development of staff, health & wellbeing, appraisals and any other relevant employee relation matters.
* Any other duties as may be deemed necessary to carry out the full remit of the role as directed by the Director of Law and Governance or the Head of Legal & Governance Services.
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## Oxfordshire County Council Values

Our organisational values underpin and are at the heart of everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents and support colleagues. Our values are:

* Always learning
* Be kind and care
* Equality, Inclusion & Diversity and integrity in all we do
* Taking responsibility
* Daring to do it differently

We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.



# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| **Essential Criteria**  | **Assessed By:**  |
| * A command of written and spoken English which is appropriate for the effective performance of the role ability to produce high quality, accurate work.
* Specialist knowledge in one or more of the areas of criminal and commercial litigation law, employment law, property law and related legislation and case law including advising on legal aspects of local authority work in these areas.
* An experienced and inspirational leader with track record of delivering high quality service outcomes.
* Ability to effectively communicate standard and complex legal issues to Members and officers using a high degree of political sensitivity.
* Excellent negotiating and influencing skills.
* Ability to lead and manage a high performing team, working collaboratively with in-house colleagues to draw in other areas of expertise as needed and supporting project leads and colleagues from across the Council.
* Ability to forward plan and deliver innovative approaches to service delivery.
* Strong organisational and political awareness and track record of successful service delivery across the organisation.
* Commercial mindset with a focus on achieving and delivering value for money.
* Able to facilitate change and implement change in own service area.
* Good understanding of broader sector and emerging trends.
* Experience of leading staff and creating high performing teams.
* Inclusive leadership.
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| **Minimum qualification/experience**  * Qualified Solicitor/CILEX Lawyer/Barrister; and
* Significant subject experience working in local government on complex specialist legal, strategic and corporate matters; and
* Highly competent management competencies demonstrating inclusive leadership.
 | **Assessed By:** A/T/I/P/D  |
| **Desirable Criteria**  | **Assessed By:**  |
| * Local government management experience.
 | A/T/I/P/D  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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| ☐  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List  | ☐  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check)  |
| ☐  | Enhanced Disclosure and Barring Service check with Children’s Barred List  | ☐  | Enhanced Disclosure and Barring Service check with Adults Barred List  |
| ☐  | Standard Disclosure and Barring Service check  | ☐  | Basic Disclosure  |
| ☐  | Disqualification for Caring for Children (Education)  | ☐  | Overseas Criminal Record Checks  |
| ☐  | Prohibition from Teaching  |   | Professional Registration  |
| ☐  | Non police personnel vetting  | ☐  | Disqualification from Caring  |
|   | Other (please specify): Current Practising Certificate Solicitor Regulatory Authority / CILEX Lawyer Practising Certificate/ Member of Bar England & Wales  |