

# 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

Job Title:	Senior Solicitor and Team Leader
Salary:	£61,605 - £64,925 pa (pro-rata for part time)
Grade:	GRD16
Hours:	<i>e.g., 37 per week. We are open to discussions about flexible working.</i>
Team:	tbc
Service Area:	
Primary Location:	<p><i>County Hall, Oxford OX1 1ND.</i></p> <p><i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i></p>
Budget responsibility:	None
Responsible to:	Head of Law and Legal Business Partner and Legal Business Partner
Responsible for:	Solicitor 1 and Solicitor 2, Paralegal and Legal Assistant
Political Restricted Post:	No

### Job Purpose

The purpose of this role is to be a lead legal specialist for a significant portfolio of work which directly delivers on the Council's key priorities and areas of risk and to act as a team leader providing management, supervision and development of team members.

## Job Responsibilities

*This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.*

- To be the organisations lead legal advisor on [ (1) property, highways, environment and major projects or (2) Adult Social Care, Education and Litigation or (3) Children and Families or (4) Commercial Procurement and Property ].
- To be accountable for collaborative, proactive and high-quality solution based legal advice across the organisation, its officers and employees.
- Maintain the professional and technical knowledge, skills and experience required to be an authoritative source of legal support.
- Provide management and supervision of others as applicable.
- Review and sign off Council decision reports and generally ensure the Council's decision - making processes reflect best practice.
- Proactively work with internal clients to develop their knowledge, skills and business processes and promote a positive culture of continuous improvement in the best interests of the Council.
- 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, therefore, to carry out the duties of a Solicitor/Barrister/Lawyer for the Departments of the Council in connection with such matters as may be allocated.
- Work collaboratively with the Head of Law and Legal Business Partner and other members of Legal Services enabling the Legal Services Department to achieve excellence across the service and support delivery of the department Service Plan and Improvement Plan. Support better ways of working and make recommendations for implementing wider improvements to policies, systems, practises and procedures.
- To have line management responsibility for a team of specialist lawyers. To actively manage the team and its performance and contribute to wellbeing and performance expectations.
- To proactively engage with the Directorate teams and Directors including attending directorate leadership meetings as required, acting as a key partner to facilitate both the Council and its Directors to achieve its overall objectives.
- To provide/deliver training to Directorates, officers and members and provide briefings and update on changes in the law.
- Understand and support the continuing development of a 'one legal' culture within the Service, which is customer focused, performance driven and committed to continuous improvement and to assist in the development and operational delivery of the services provided by the Council.
- To keep well informed of current issues and development in Council matters.
- Proactively manage legal risks and opportunities in the best interest of the Council, promptly escalating issues of concern and be responsible for keeping the Head of Law and Legal Business Partner and Head of Legal 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 diversity, both in his/her/their work and in his/her/their role as a supervisor through the implementation of any action plans to support the same. To treat everyone with dignity and respect.
- Act as a specialist technical reference for the service maintaining and applying up to date knowledge and expertise, therefore being committed to personal and professional development and proactively contributing to the team and individual team members' professional development.
- To be responsible in conjunction with the Head of Law and Legal Business Partner and Legal Business Partner for the management of staff within a group of teams and to support and assist other Senior Solicitors and Legal Practice Management Team with the recruitment, selection, training and development of staff, health & wellbeing, communication, assessment of performance, and any other HR issues.

## Our Values

Our organisational values underpin 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. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. 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.

<b>Essential Criteria</b>	<b>Assessed By:</b>
<ul style="list-style-type: none"> <li>• A command of written and spoken English which is appropriate for the effective performance of the role ability to produce high quality, accurate work to deadlines.</li> <li>• Demonstrate strong and effective communication and strong interpersonal skills.</li> <li>• Demonstrate strong management and team player skills.</li> <li>• Work effectively as an individual on own initiative and as a member of a team and with staff at all levels within the Service, Directorate, Council, and other organisations.</li> <li>• Demonstrate strong effective organisational skills and to manage and prioritise own workload producing and administering correspondence and documentation to a very high standard.</li> <li>• Ability to follow and work to standard office procedures, Microsoft applications and data bases and familiarisation with Case Management Systems and/or data entry, including demonstrating accurate keyboard skills.</li> <li>• Demonstrate confidentiality required to handle complex and sensitive legal matters.</li> </ul>	A/T/I/P/D

<ul style="list-style-type: none"> <li>• Manage own caseload with limited supervision and working to deadlines and under pressure and demonstrating ability to think logically and innovatively to solve problems.</li> <li>• Excellent knowledge and understanding of relevant areas of law and practice; ability to research quickly in unknown areas of law, learn new areas of law and make a professional judgement and provide accurate and definitive advice.</li> <li>• Demonstrate concise and assertive communication skills and negotiation skills, both oral and written excellent drafting skills, including ability to communicate with people at all levels including management, officers , councillors, members of the public and court officers.</li> <li>• Experience of Criminal Litigation/Civil Litigation/Advocacy/Planning/Environment and Highways/Adult Social Care/Children Social Care/Education as required by role.</li> </ul> <p>Minimum Qualification /Experience</p> <ul style="list-style-type: none"> <li>• Qualified Solicitor/CILEX Lawyer/Barrister: and</li> <li>• Significant subject expertise gained working predominately in local government on complex specialist legal matters with competent/developing management skills as identified in the Competency Framework (Senior Solicitors).</li> </ul>	
<p><b>Desirable Criteria</b></p>	<p><b>Assessed By:</b></p>
<ul style="list-style-type: none"> <li>• Qualified Solicitor/CILEX Lawyer/Barrister: and</li> <li>• Significant subject expertise working in a legal environment advising local government on complex specialist legal matters with competent/developing management skills as identified in the Competency Framework (Senior Solicitors) .</li> </ul>	<p>A</p>

## 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](#)

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

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List

<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify): Current Practising Certificate Solicitor Regulatory Authority / CILEX Lawyer Practising Certificate/ Member of Bar E&W		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens

<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

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