



Job Description

Job title:	Lawyer
Post No:	
Grade:	Career graded Band 10 to 11
Directorate:	Corporate Services
Reports to:	Legal Services Manager/Senior Lawyer

Purpose of the job

Working as part of the Legal Team, to provide a responsive and timely Legal Service across all parts of the Council.

To provide guidance, direction and support to Councillors and Officers across all service areas, supporting them to meet corporate objectives.

Main areas of responsibility

- Provide advice and draft legal documents on a range of legal matters within broad areas of work.
- Work independently on a varied caseload of legal work which will impact on functions across the Council to ensure a quality and timely legal service is provided
- Attending relevant meetings (including Committee meetings), to provide advice to Councillors and Officers at all levels of the Council, building strong rapports with both internal and external partners
- Keep up to date on new legislation, case law and best practice. Carry out legal research, analyse and solve legal issues in relation to contentious and non-contentious matters and assist the team on complex matters.
- Provide expert, timely and accurate advice to Councillors and Officers of the Council including representation and attendance at meetings, ensuring that decisions and actions comply with the Council's Constitution and are defensible.

- Ensuring sound decision making and considering risk implications and having a financial awareness to ensure value for delivery.
- Supporting the completion of relevant documentation to allow Teams to carry out all aspects of their functions.
- To identify and assist with implementing developments in relevant areas of practice.
- To proactively contribute to improving the delivery and improvement of a customer focused the Legal Service.
- Appear as the Council's advocate at Courts, Tribunals & Inquiries as necessary.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

You will be an admitted Barrister, Solicitor or Fellow of CILEx ideally with some legal experience including drafting and advising on legal documents, undertaking research and practically applying the law.

Knowledge and understanding of Local Government services and responsibilities will be advantageous and although previous experience of working in a Local Authority Legal Team will be advantageous it is not essential.

Excellent ICT skills will be needed with a good working experience of using Microsoft Office 365 and working with and learning new bespoke systems relevant to legal services

You will be able to work independently and as part of a team taking responsibility for a varied caseload of legal work across the Council advising and drafting legal documents/advice notes in a range of local government law within one of the following areas of work:

- Contracts, Commercial and Procurement
- Planning

You will be able to solve problems and support the development of the Team. Excellent writing and presentation skills, and willingness to deliver at all levels of the organisation including councillors and external organisations is essential.

You should be able to demonstrate political awareness. A flexible attitude, especially under pressure to meet deadlines is key.



Career Grade

Melton Borough Council is an ambitious local authority that is committed to the development of its employees.

This post provides an opportunity to join an enthusiastic, driven and expanding legal team who are seeking forward thinking lawyers who want to be part of creating a dynamic and proactive legal service designed to support the Council achieve its aspirations for the borough of Melton.

The legal team is committed to finding solutions and working with colleagues to create a working environment which enables individuals to grow, develop their careers and achieve objectives.

The career grade for the role is based upon relevant experience creating a programme that is flexible and broad in both content and delivery.

Melton Borough Council will support you in the career grade by:

- Providing a programme of training within the workplace to support the achievement of qualifications and experience in variety of areas;
- Allow time to attend training where appropriate;
- Encourage further development;
- Paying an appropriate wage along with other great benefits;
- Offer you flexible working opportunities to support your work life balance.

Progression through the grades will be dependant on satisfactory performance, development, complexity and the availability of work at the appropriate level. Progression through the grades will be at the discretion of the line manager.

Performance will monitored and feedback will be provided on a case by case basis, during 1-2-1's and through the appraisal process and will be measured using the following criteria:

- Quality of work
- Complexity of work
- Attendance
- Motivation
- Development
- Attainment of objectives/goals

- Competencies / Behaviours

This list is not exhaustive and additional criteria may be considered relevant by the line manager.

Qualification and experience:

All posts require the post-holder to be qualified as Barrister, Solicitor or a Graduate or Fellow of CILEx

At Band 10 you will:

- Be qualified as a Solicitor, Barrister or a Graduate or Fellow of CILEx.
- Be able to advise on and draft legal paperwork in a number of different areas of local government law
- Independently manage a workload within agreed Key Performance Indicators
- Support the Senior Lawyer and Legal Services Manager as and when required

To progress to Band 11 you will:

Have all the skills, knowledge and competencies outlined in Band 10 plus:

- Some proven experience in a qualified legal role
- Experience of drafting legal paperwork in a range of local government law
- Provide more complex legal advice and be confident in delivering that advice