



**Melton
Borough
Council**

Job description

Job title:	Lawyer	Post No: 011LED
Grade:	Band 9 to 10 (Career Graded)	
Directorate:	Governance and Democracy	
Reports to:	Senior Lawyer (Team Manager)	

Purpose of the job

We are looking for a litigation lawyer (Solicitor or Barrister or a Fellow/Graduate of the Chartered Institute of Legal Executives) who has experience of working across all areas of local government with a focus on contentious work, that is, housing (including debts and disrepair), Anti-Social Behaviour (ASB), licensing, environmental crime (including planning) and judicial reviews. If you are driven, self-motivated and able to work independently you will fit into our team perfectly and play an integral part of the team's development.

Main areas of responsibility

- To provide advice and draft any associated paperwork on a wide range of legal matters as required by the Assistant Director for Governance and Democracy/Senior Lawyer (Team Manager). Such matters may include (but are not limited to):
 - Attendance at courts, tribunals and inquiries, as necessary, undertaking
 - Planning, drafting and advising on terms and conditions,
 - Commercial Contracts, bonds, notices, orders and other documents,
 - Housing and Regulatory Enforcement (including (but not limited to) housing, ASB, licensing, health & safety, environmental enforcement, planning enforcement
 - Governance and decision making
 - Attending Committee Meetings
- To independently provide legal advice both orally and in writing to ensure the council is legally compliant.
- To work in accordance with such quality management systems as may be introduced and to comply with targets/key performance indicators (KPI's)

so as to ensure the Service Plan is delivered within the council's Corporate Plan and changing needs,

- To be personally responsible for own caseload of legal work and be able to work independently.
- To monitor and ensure payment of legal costs as relevant.
- Carry out legal research using both manual and electronic resources, analyse and solve legal issues in relation to contentious and non-contentious matters and to provide assistance to the Assistant Director for Governance and Democracy/Senior Lawyer (Team Manager) on complex matters.
- Carry out other miscellaneous legal work as may be allocated.
- To interpret existing and proposed legislation, Government guidelines and case law to identify and recommend necessary changes to Council procedures and policy in respect of matters relevant to the role or otherwise as instructed.
- To proactively contribute to improving the delivery of the Legal service.
- To assist and proactively contribute in any extended partnership working with other Local Authorities, or other organisations.
- To attend meetings as legal advisor, as requested.
- Represent the council at Court and tribunals as requested.
- To advise on policy drafting to ensure compliance with relevant legislation.
- Advise on Local Government Law and Governance generally.
- To attend and advise at Committee meetings and any other meetings as requested
- To undertake such other duties as may be required.
- To comply with Corporate Standards and legal policies/procedures as required.
- To ensure that legal advice and publications are uptodate
- To ensure that new and upcoming legislation which may affect the Council is brought to the attention of a manager to ensure that the necessary briefings can be issued to highlight implications and ensure compliance.
- To ensure that conduct is in accordance with the Council's policies

Special Factors:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.

- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

- (c) Expenses will be paid in accordance with the Local Conditions of Service.

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; responding positively to challenges.
- **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.

Date reviewed: 17 January 2022
Reviewing Manager: Kieran Stockley



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Person specification

Developed professional skills and expertise in advising and drafting legal documents/advice notes in specific areas of local government law.

Developed experience in three or more of the following areas:

- Local government
- Regulatory Enforcement
- Prosecutions
- Housing & ASB
- Commercial/Sundry Debt Enforcement
- Civil and Criminal litigation
- Planning
- Contracts and Procurement
- Licensing

You must be IT literate with a good level of IT skills.

You must have the ability to interpret, draft and advise on complex legal agreements/problems. Undertake legal research and be able to analyse and apply the law. Excellent oral and written communication skills and Political Awareness

You must be Self-motivated with drive and enthusiasm to excel in the public sector. Able to problem-solve and have an innovative approach to work. Be able to work under pressure and meet deadlines. We are a small team so you must have a commitment to team working.

There must be an understanding of and commitment to Health and Safety legislation and guidance.

Qualifications: You must be an Admitted Barrister, Solicitor, Fellow or Graduate of the Chartered Institute of Legal Executives.