

Job Description

Post Title: Senior Solicitor/Barrister/Property Lawyer (Team Manager)
(AA2789)

Evaluation: 697 Points **Grade:** N11

Responsible to: Assistant Director Legal Services

Responsible for: Staff as allocated

Job Purpose: To manage a team of legal staff to ensure the effective provision of legal advice, support and representation to the Council and associated bodies.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Principal Accountabilities:

Corporate

1. To provide comprehensive legal advice, support, assistance and representation as required.
2. To collaborate with the Assistant Director Legal Services as appropriate to support the delivery of the Council's aims and objectives.
3. To support the development and implementation of corporate policy and strategy as appropriate.
4. (a) To advocate before the Courts, Inquiries and Tribunals as required
(Senior Solicitor/Barrister only)
(b) To undertake high level commercial conveyancing work (Senior Property Lawyer only)
5. To participate in or lead corporate or directorate projects, assignments or initiatives as required.

Directorate

6. To manage any designated staff, budget and related activities in order to meet service and financial objectives.
7. To contribute to the development of the service; including participating in forward planning and objective setting activities.
8. To develop and maintain positive and collaborative working relationships with Members, Directors, Assistant Directors, Heads of Service and relevant

directorate staff as required, and to provide all appropriate legal advice and assistance to such persons.

9. To prepare any appropriate legal documentation, correspondence and reports.
10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

External

11. To liaise as required or appropriate with external professional staff.
12. To represent the Council on external bodies and at external meetings as required