



Post Specification

Date	June 2024
PG Number	7004
Post Title	Group Lawyer/Manager Contracts and Commercial
Job Family	Organisational Support
Job Family Role Profile	OS18i
Final Grade	18

To be read in conjunction with the job family role profile

Service Area description

Legal and Democratic Services provide professional, high quality legal and governance advice across the Council. The Service aims to work closely with key stakeholders to ensure dynamic, solutions focused advice and support that enables the delivery of the Council's strategic and operational objectives.

The post holder will report directly to the Senior Manager – Legal.

Purpose of this post

- To lead and manage a team in Legal Services, ensuring the effective and efficient delivery of advice and support to our customers.
- To lead and manage the constant improvement and development of the Team to appropriately contribute to the improvement and development of the Service overall, to ensure a dynamic, high quality service is being delivered to our customers
- To manage your own casework.
- To lead and co-ordinate all contract work working with the other Group Lawyers to ensure the efficient and effective delivery of the Councils Major projects and Priorities.
- To ensure that Governance and decision making requirements are in place relating to the area of work.
- To lead and manage the constant improvement and development of the Team and to appropriately contribute to the improvement and development of the Service overall, to ensure a dynamic, high quality service is being delivered to our customers.
- To personally conduct, manage and/or lead on highly complex, corporately significant, and/or high risk projects and cases including supporting strategic planning, policy formation and corporate governance.
- To build strong relationships across the team and with key service areas, working with them to understand their needs in order to plan the resources of Legal and Democratic Services to meet those needs and to work closely with those service areas to actively support and promote the development of skills and knowledge in respect of legal and governance issues pertinent to their service.

Key job specific accountabilities

1. To lead and manage a team in Legal to ensure the provision of a high quality, customer focussed service that is aligned to the needs of our customers and the strategic aims of the Council. Delivering effective Business Partnering.
2. To personally conduct and manage, in accordance with the practice standards of Legal Services, a caseload of files for internal, and where appropriate external, customers, particularly highly complex, corporately significant, and/or high risk files, including providing representation in the courts, tribunals and at other bodies where required.
3. To provide legal and governance advice and support to, in particular, senior managers and elected members, with strategic planning, policy formation, projects, corporate governance, decision making, review and scrutiny and to provide representation at decision making bodies, boards/panels, working groups and on external bodies as required by the role.
4. To ensure the provision of the most appropriate and cost effective method of meeting the customer's requirement for legal and democratic services, including co-ordinating the provision of services from within the team and across Legal and Democratic Services and scoping, commissioning and managing external advisers.
5. To manage risk and performance within the Team by devising, implementing and keeping under review appropriate systems and processes that ensure safe, high quality practice that is compliant with SRA standards and any relevant statutory requirements and ensuring that any practice standards agreed for the Service as a whole are implemented and complied with by the Team.
6. To contribute to the strategic management of Legal Services by working collaboratively with the Chief Legal and Monitoring Officer, Deputy Chief Legal and Monitoring Officer, Senior Manager Legal and other senior officers and members to develop the Service, and to deputise for the Senior Manager, Legal and Democratic Services when necessary, including attendance at formal meetings of the Council.
7. To lead on the management and motivation of team through appropriate target setting, oversight and challenge and to be responsible for all HR processes in respect of the team such as recruitment, development and appraisals.
8. To contribute to the development of Legal and Democratic Services and its overall management through active involvement in planning for the service and ensuring that service priorities are met.
9. To manage reports and provide advice relevant to your area through the mod gov system and to attend committees as requested.
10. Any other duties commensurate with the grade and scope of the role.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Accountable to the Senior Manager Legal for the expenditure and income of the team.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Overall management responsibility for a team of lawyers • Direct line management of team members • Supervision of trainee solicitors
Other	<ul style="list-style-type: none"> • None

Essential Criteria - Qualifications, knowledge, experience and expertise

- The generic qualifications, experience and skills required for the role are set out in the Role Profile Description OS18i.
- Admitted to the Law Society or ILEX or holding a Bar Qualification or with at least 5 years post qualification experience.
- Sufficient experience in at least one of the specialist technical areas of the team and in local government/ administrative law to carry out the functions and responsibilities of the role.
- Litigation specialists: sufficient experience of conducting court advocacy to be able to carry out the functions and responsibilities of the role.
- Ability to challenge existing practices in a constructive way to encourage others to embrace new disciplines and challenges.
- Ability to analyse and interpret statistical and other business information and to effectively communicate key issues that arise from this.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">• Those arising from managing people/ regulated professional services in a pressured business environment.
Physical Demands	<ul style="list-style-type: none">• Some roles may involve attendance at site visits.
Working Conditions	<ul style="list-style-type: none">• Mainly office based - “internally mobile” within the Council’s Agile Working policy. All roles will involve some travel to other offices within Cumbria as required. Litigation roles will involve travel to/from courts/other hearing venues throughout Cumbria and beyond.

Other Factors

- None