Cumberland Council

Post Specification

Date	**June 2023**
PG Number	**6990**
Post Title	**Senior Lawyer**
Job Family	**Organisational Support**
Job Family Role Profile	**OS17**
Final Grade	**17**

To be read in conjunction with the job family role profile

Service Area description

Legal and Democratic Services

Purpose of this post

To assist the Chief Legal Officer and Monitoring Officer in the leadership and management of a team in Legal Services ensuring the effective and efficient delivery of legal services by the team.

To provide high quality, commercial and practical legal services, in particular of a high level of complexity and corporate importance, to support the Council in achieving its lawful objectives and its corporate governance.

Key job specific accountabilities

1. To manage, including day to day management and supervision of practice in accordance with the practice standards of Legal Services, members of the team.

2. To personally conduct and manage, in accordance with the practice standards of Legal Services, a caseload of files, particularly of a more complex, corporately significant and/or higher risk nature, for internal, and where appropriate external, customers, including providing representation in the courts, tribunals and at other bodies where required.

3. To provide legal advice and other relevant legal services to support 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 assist the Chief Legal Officer and Monitoring Officer in ensuring the provision of the most appropriate and cost effective method of meeting the customer's requirement for legal services, including co-ordinating the provision of services from within the team and across Legal Services and scoping, commissioning and managing external legal advisers.

5. To contribute to the management of Legal Services, including the implementation and maintenance of legal practice standards which comply with Solicitors Regulation Authority requirements and deputising for the Monitoring Officer.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post	
Budget Responsibilities	• Accountable to the Monitoring Officer for the expenditure and income of the team
Staff Management Responsibilities	• Management of allocated posts under the overall supervision of the Monitoring Officer
Other	•

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 OS17.
- Admitted to the Law Society or Bar Qualification or ILEX with at least 3 years post qualification experience.
- Experience in at least one of the specialist technical areas of the team and knowledge of local government /administrative law.
- Sufficient experience as a practicing lawyer of the law, practice and procedures relevant to be able to carry out the functions and responsibilities of the role.
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Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances	
Emotional Demands	•
Physical Demands	• Some roles will involve attendance at site visits
Working Conditions	• Mainly office based: “internally mobile” within the Council’s Agile Working policy. All roles will involve some travel to other offices within Cumberland Council as required.

Other Factors

- None