

Role profile

Job Title:	Lawyer (Employment and Tribunals)	Grade:	13-15 (see criteria below for grades 14 and 15)
Department:	Legal Services	Post no.:	
Directorate:	Resources	Location:	Perceval House

Role reports to:	Senior Lawyer (Employment & Tribunals)
Direct reports:	Student, Paralegal, Solicitor Apprentice
Indirect reports:	External legal providers delivering legal services to the council, legal services staff

Job description

Purpose of role

To advise on and deal with all legal matters relating to employment law to the Council, schools and other organisations from time to time. You will work independently and manage a high case load, ensuring that decisions are made in accordance with the Council's Constitution and the legislative framework. You will have a key role in representing the Council in court proceedings. You will also have a key role in ensuring the Council achieves best value in its commissioning.

You may be responsible for advising senior leaders, independent panels and advising on corporate policies.

Core responsibilities

- Provide highly technical, specialist advice on all areas of employment law and the law relating to special educational needs.
- Advise on issues relating to the Data Protection Act 2018, Environmental Information Regulations 2004 and the Freedom of Information Act 2000.
- To conduct straightforward and complex proceedings including evaluation of evidence, strategic case management advice, case preparation and advocacy, where appropriate.
- Advise clients on the risks of legal challenge and advise them how to mitigate risk.
- Ensures the Council achieves legally sound and value for money outcomes in its decision making.

- Create a supportive learning environment including directing the work of the Solicitor Apprentice, Student and Paralegal, providing training and support.
- Instruct counsel/external solicitors as necessary, arrange case conferences and attend to counsel at hearings as required.
- Manage a high case load, ensuring deadlines are managed and met.
- Deal personally with complex or politically sensitive matters.
- Advise the Director of Legal & Democratic Services if there are legal risks resulting from client decision making; escalate concerns appropriately.
- Represent the Council in meetings with other authorities, government departments and other bodies.
- Attend committees, panels, working parties and other meetings with councillors and cabinet members.
- Review cabinet and other reports, draft the recommendations and write the legal implications. Including advising on options available and managing any risk.
- Assist in the recruitment of staff in the team.
- Manage own professional development.
- Keep up to date with changes in the law and legal practice, and bring this to the attention of relevant client departments.
- Identify training needs of clients and provide appropriate training.
- Assist the Legal Services management team in the development and promotion of high standards.
- Be responsible for the promotion and implementation of all the Council's policies and procedures including equalities and diversity, health and safety, security and the use of personal data.
- Undertake other duties and responsibilities of a similar nature as may be required from time to time.

Additional responsibilities – Grade 14

Recruit members of the team

Conduct straightforward legal work without supervision

Conduct complex legal work with minimal supervision

Train solicitor apprentices and paralegals; create a supportive learning environment and ensure they can complete qualifications

Have high levels of relevant expertise and knowledge to work independently

Draft and advise on complex decision reports

Advise on governance issues including judicial review challenges to council policy and decision making.

Ability and willingness to undertake advocacy

Additional responsibilities – Grade 15

Lead and direct complex matters and projects

Advise on unusual/non- standard problems/issues and offer alternative options

Ability and willingness to undertake advocacy in complex and contested matters

Supervise solicitor apprentices, newly qualified lawyers, legal assistants and paralegals in their work

Attend and undertake the role of legal advisor to internal and external panels

Advise on politically sensitive issues

Lead and manage projects aimed at improving standards within Legal Services and corporately

Key performance indicators

- Time recording targets
- Assessment against objectives in annual appraisal
- Customer satisfaction measured through client satisfaction questionnaires
- Ad hoc file reviews to measure quality and timeliness of legal work
- Contribution to and delivery of efficiencies
- Contribution to Council Plan outcomes

Key relationships (internal and external)

- Legal Services staff
- Senior Leadership Team (SLT)
- Executive Directors and their management teams

- Managers and internal clients
- All relevant partner organisations for whom and with whom the Council does business including other local authorities
- Elected Members
- External firms of solicitors and barristers
- Council-owned companies directors and professional advisers
- Government departments & agencies, national & regional bodies and network groups.
- HM Court service

Authority level

- Recommendations and legal implications for officer decisions, individual cabinet member decisions and cabinet decisions
- Responsibility for the progression of Solicitor Apprentices to ensure they meet learning objectives where applicable
- Supervisory responsibilities where applicable

Person specification

Essential knowledge, skills and abilities

1. Knowledge and understanding of the law and procedure relating to the council's responsibilities in respect of its employment and special educational needs functions as described in core responsibilities.
2. Ability to obtain and evaluate evidence, prepare cases. Where appropriate to appear as an advocate on behalf of the council before courts, tribunals and other bodies in both contested and uncontested matters.
3. A clear and systematic approach to problem solving, including the ability to research new law and policy effectively and to apply that research to meet the client's needs.
4. Ability to identify key issues and the best way forward for the council, in complex legal scenarios
5. Ability to communicate complex or key legal issues and advice clearly and effectively, both in writing and orally
6. Ability to foster and build partnerships and relationships, work collaboratively within and across departmental boundaries, and achieve corporate and departmental objectives through and in partnership with others
7. ICT literate with the ability to use all Microsoft Office applications including Excel, Outlook and Word, as well as legal ICT applications such as case management systems and legal research tools
8. Ability to work autonomously with clients and to provide them with practical, professional and straightforward advice, delivering solutions to complex problems.

9. Able to prioritise a significant caseload, make decisions and provide clients with timely and cost-effective legal support.
10. Ability to allocate work, supervise and mentor junior staff, including Solicitor Apprentices.
11. Ability to represent the Council at meetings of the Cabinet/Committees and at meetings with other public authorities, Government departments, external lawyers and give advice on matters of law and procedure.

Essential qualification(s) and experience

1. The postholder must be an admitted solicitor, barrister or legal executive.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards