

# Job Specification

**Job Title: Compliance Law Legal Manager**

**Grade: 12**

**Job Evaluation Code:**

**Reporting to:  
Compliance Law Team Manager**

**Manager's Grade: G13**

**Location: County Hall**

**Service Area:  
Legal and Governance**

**Service Directorate:  
Corporate Services**

**Workstyle: Flexible**

## **Overall Purpose of the Post:**

**To manage, lead and be responsible for:**

- 1. Provision of advice and management support across the range of legal disciplines where required.**
- 2. Legal and other Council Officers who undertake work on specific projects across functions.**
- 3. To be a member of a Project Board where the Chief Legal Officer, Legal and Governance is asked to be present but is unable to attend because of workloads such that a designated substitute is required. That designated substitute to have the expertise to advise at a strategic as well as operational level.**
- 4. Specialist legal work within their sphere of knowledge and expertise.**
- 5. Specific projects undertaken by the Council and across West Yorkshire.**

## Requirements for the post.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<b>Admitted Solicitor possessing a current Practising Certificate, Fellow (or working towards becoming a Fellow) of the Chartered Legal Executive, Barrister or equivalent.</b>	<b>Management Diploma or other relevant qualification or experience.</b>
<b>Knowledge</b>	<b>Detailed knowledge of law and practice relating to Local Government, and recent developments in that sphere, especially an advanced understanding of the strategic issues facing the Council.</b>	
	<b>Knowledge of formal project management techniques and the relationship with legal support and delivery.</b>	
	<b>Extensive detailed knowledge of managing a workload of legal work including two or more of the following areas of law: prosecutions and/or enforcement, employment, education, licensing, housing, civil litigation and Judicial Review; and managing the staff undertaking that work.</b>	<b>A broad knowledge of all legal functions undertaken by a Local Authority.</b>
	<b>An advanced understanding of the nature of risk within the area of work and of measures to reduce it.</b>	
<b>Experience</b>	<b>Experience of managing staff in a positive manner</b>	
	<b>Experience of initiating and implementing change in a positive manner</b>	
	<b>Experience in the planning and delivery of major high profile projects, particularly those of a very high financial value or of strategic importance to the Council</b>	

	<b>Working effectively in a political environment and ability to show political awareness and sensitivity.</b>	
	<b>Significant post qualification experience of dealing with complex legal matters within their sphere of responsibility.</b>	
<b>Physical Skills</b>	<p><b>Computer literacy</b></p> <p><b>Keyboarding and word processing skills are required to ensure accurate and appropriate information is produced and provided to service users, customers and clients.</b></p> <p><b>Ability to use a variety of ICT software packages including specific case management systems.</b></p>	
<b>Competencies and other skills required</b>	<b>Ability to provide visible and supportive leadership, to motivate and develop high performing people and teams.</b>	
	<b>Ability to carry out professional work of the utmost complexity including an ability to resolve personally a wide range of complex legal problems in a Local Government context, many of which are not covered by existing rules, procedures or instructions and/or will require the application of creative skills in order to develop new solutions, incorporating ideas or concepts previously not within the Local Government environment.</b>	
	<b>Ability to provide to clients with high quality legal advice on detailed and/or complex matters and draft detailed and/or complex legal procedural documents without previous precedent.</b>	
	<b>An advanced ability and willingness to carry out or lead on specialist legal/or other</b>	

	<b>policy/strategic plans, policies and procedures. Not only within their own sphere of professional expertise but across all areas of legal advice and support on projects.</b>	
	<b>To be able to negotiate and achieve optimum outcomes in respect of both legal matters and outcomes for the Council.</b>	
	<b>Confident in persuading and influencing at all levels across the organisation, strategic partners, other public services and private organisations.</b>	
	<b>An advanced ability to communicate complex information both orally and in writing and effectively establish productive relationships with a wide range of people and an ability to work effectively with Members.</b>	
	<b>Strong ability to work autonomously in areas of expertise, to assess priorities and meet conflicting deadlines.</b>	
	<b>To be commercially aware of the impact of financial implications and to take action to minimise financial and commercial risks to the Council.</b>	
	<b>Strong personal commitment to local democracy, ethical standards, quality service delivery, equality and diversity and customer care.</b>	

## **Key Outcomes/Activities**

- 1. To manage Senior Legal Officers, Legal Officers and/or other Council staff providing leadership, clarity and support to ensure that the aims and objectives of the service will be met.**
- 2. To take specific responsibility for a wide range of very complex Council-wide matters without supervision that require creative or innovative solutions.**
- 3. To work collaboratively with external legal suppliers engaged from time to time by the Council.**
- 4. Identifying new and innovative ways to allow the Council to meet its responsibilities and new ways of delivering its services.**
- 5. Developing and informing strategic decision making on complex matters within their sphere of influence.**
- 6. Developing practice, procedures and policy at the highest level in relation to matters within their sphere of responsibility many of which have a significant impact on the wellbeing of citizens within the District, others visiting the District and across West Yorkshire.**
- 7. Advice to Corporate Directors, Service Directors and Senior Managers on policy formulation for the Council and policies shared between the Council, its partners and other external bodies.**
- 8. Provision of advice on the financial implications of actions taken within the post holder's sphere of responsibility and the Legal Manager would have to have an excellent understanding of the Financial implications/rules.**
- 9. The provision of advice on general powers of competence and other well-being powers, charging and trading, governance, legality and vires.**
- 10. To deputise for and/or represent the Chief Legal Officer, Team Manager and other Legal Managers on any issue falling within the range of duties and responsibilities carried out by the post holder. Undertake matters delegated to them by the Chief Legal Officer.**
- 11. To represent the Council on relevant external organisations and also to attend and advise at meetings of the Council, its Committees, Panels and Project Boards to enable Legal Services to play a full and effective role in the corporate working of the Council in order that the Council's objectives can be achieved.**
- 12. Advising all departments of the Council on the requirements of the content of Cabinet reports and other similar internal reporting procedures and be responsible for managing representations to clients at all levels within the Council on the content and requirements of the whole report.**
- 13. To participate as a member of the Legal Services Management Team in providing the direction and leadership necessary for the efficient provision of the Council's Legal Services ensuring that the appropriate professional standards and practice management standards (LEXCEL) are maintained.**

- 14. To attend, as necessary, meetings with the Council, Cabinet Members and Committees and provide legal advice and carry out the legal work arising therefrom together with other members of the team.**
- 15. To undertake training, development and supervision of staff within Legal Services and, as appropriate, staff in other areas of the Council, to ensure that individuals achieve their highest contribution. To include Appraisals and other Human Resource responsibilities as required.**
- 16. To undertake other duties (within competence and experience) as requested, in accordance with changing organisational objectives.**
- 17. To contribute fully to the Department's responses to corporate initiatives.**

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. The post holder is expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

**NOTE ALSO:-**

**To lead, oversee and co-ordinate the legal work of the Compliance Law Team with a view to ensuring provision of high quality, efficient and cost effective service (getting the best financial deal for the Council), working to strict deadlines with a changing programme of tasks.**

## **Responsibility for Resources**

### **Employees (Supervision):**

- 1. Project teams across Legal Services, the Council and West Yorkshire Local Authorities,**
- 2. Direct supervision of Senior Legal Officers and Legal Officers undertaking relevant legal work, including major projects and innovative solutions and operational matters (file and case management) and personnel supervision (appraisal, sickness absence, leave etc.),**
- 3. To supervise, advise and train less experienced staff.**

### **Financial:**

**Responsible for the legal advice on multi-million pound projects and major staff transfers, strategic partnerships.**

**To be commercially aware of the impact of financial implications and to take action to minimise financial and commercial risks to the Council.**

### **Physical:**

**Responsible for confidential information affecting the commercial integrity of the Council.**

### **Customer and Clients:**

**The post has a direct impact on people through major decisions on projects and the provision of advice and guidance at the highest strategic level.**

**Personal contacts with Council Leadership, Cabinet Members, Elected Members and Chief and Senior Officers, Members and Officers of other Authorities, Government Departments, Community Groups and members of the public.**

### **Working Conditions:**

**The post is office based, but require dedication to meeting very tight deadlines.**

**The post holder may be required to attend at other offices and Court with differing frequencies.**

**The post holder may come into contact with matters where subject material can be considered to be disturbing, offensive, improper or abusive with differing frequencies.**

### **Characteristics of the post:**

**The post holder will require someone who can work outside of traditional ways, across teams' functions and across Councils.**

**The post holder will require a sensitive approach towards the Council's organisational and political mechanisms.**

**The post requires someone with a high degree of self motivation, commitment and flexibility to ensure that the legal advice and support are provided to the required standard. Failure to do so will have significant impacts on the reputation of the Legal Service, reduced levels of customer and stakeholder satisfaction.**

**The post holder will on occasions need to work long hours and outside of core hours to meet deadlines.**

**Employees are encouraged to participate in training activities in order to enhance their own personal development.**

**Date completed: April 2020**