

## Senior Solicitor and Team Leader – Corporate & Commercial Team (Tier 4b)

<b>Job Title</b>	Senior Solicitor and Team Leader (Corporate and Commercial)
<b>Salary Grade</b>	Hay Band F
<b>Directorate/Service</b>	Resources
<b>Accountable to:</b>	Corporate Legal Service Manager
<b>Accountable for:</b>	Corporate and Commercial Team
<b>Politically restricted post</b>	Senior Solicitor and Team Leader (Corporate and Commercial)
<b>Delivery teams:</b>	Corporate and Commercial

### Context

### Specific role assignment

<b>Delivery responsibilities</b>	<ol style="list-style-type: none"><li>1. To carry a case load of high value and complex commercial and corporate legal work.</li><li>2. Provide legal advice, representation and support to Officers and Members of the Council, and external clients, on corporate and commercial legal work as required.</li><li>3. Joint responsibility for leading, developing and supervising the Team.</li><li>4. Support the Strategy and Commissioning Manager Legal and Democratic Services, the Corporate Legal Service Manager and other Team Leaders in all aspects of the Legal Service as required.</li><li>5. Support the effective operation and management of Legal Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.</li><li>6. Support Legal Services' revenue and client growth ambitions, build strong working client relationships and keep improving the legal services offer.</li></ol>
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	<p>In addition to those outlined above, to:</p> <ol style="list-style-type: none"><li>1. Operate at a senior solicitor level in all aspects of service delivery.</li><li>2. Co-ordinate and manage a substantial and complex personal caseload, apply sound judgement in reaching decisions and lead by example.</li><li>3. Provide accurate, succinct, useful and prompt advice to clients with a commercial insight.</li><li>4. Manage and supervise the Corporate and Commercial Team and associated staff, provide professional supervision and conduct regular 1:1 meetings, appraisals, file reviews and other management support as may be required.</li><li>5. Advise, represent and support in relation to:<ol style="list-style-type: none"><li>(a) Commercial</li><li>(b) Corporate structures</li><li>(c) Contract</li><li>(d) Procurement</li><li>(e) Partnership working and service transformation</li><li>(f) Company law and practice</li><li>(g) Public and administrative law</li><li>(h) Governance and standards</li><li>(i) Information governance</li><li>(j) Pensions</li><li>(k) Dispute resolution</li></ol>and generally as required.</li><li>6. Represent Legal Services at Council and other relevant partner and client meetings in a professional and competent manner.</li><li>7. Maintain and develop sound knowledge of the law and procedure relevant to practice areas.</li></ol>
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	<p>8. Build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them.</p> <p>9. Lead the Team on developing and sharing legal know-how within the service and with clients.</p>
<b>Key business measures</b>	<p>Achieve utilisation rates</p> <p>Client satisfaction rates</p>
<b>Statutory responsibilities</b> ( <i>if applicable</i> )	Not applicable
<b>Specific experience</b>	<p>Qualifications and Job Experience</p> <ul style="list-style-type: none"> <li>• Solicitor or barrister with current practising certificate</li> <li>• 5 years' Post-Qualification Experience</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• An understanding of the wide corporate role of a local authority lawyer</li> <li>• Multi-disciplinary project work</li> <li>• Contract and commercial law</li> <li>• Procurement law</li> <li>• Corporate structures, partnerships, alternative models of service delivery</li> </ul> <p>Capabilities</p> <ul style="list-style-type: none"> <li>• Ability to undertake complex and original legal drafting, analysis and advice</li> <li>• Ability to give clear, concise and practical advice and provide useful solutions to complex problems</li> <li>• Ability to lead and manage meetings and teams involving councillors, officers, partners and other stakeholders</li> <li>• Ability to persuade, motivate and influence others</li> <li>• Ability to manage a high caseload and multiple stakeholders</li> <li>• Ability to travel throughout Warwickshire</li> <li>• Versatility and ability to learn rapidly</li> <li>• Excellent oral and written communication skills with a variety of audiences</li> <li>• Excellent presentational skills</li> </ul> <p>Behaviours</p> <ul style="list-style-type: none"> <li>• Proactive, autonomous and a team player as required</li> <li>• Organised, punctual, courteous and with a high level of integrity and professional</li> </ul>

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	<p>commitment</p> <ul style="list-style-type: none"> <li>• Interpersonal skills including the handling of conflict</li> <li>• Flexible in relation to working hours</li> <li>• Readiness to deal with unforeseen and urgent demands</li> <li>• A desire to provide a customer friendly service</li> <li>• Consistent and effective record of attendance at work</li> <li>• Readiness to be accountable for decisions and the delivery of outcomes</li> <li>• Commerciality</li> <li>• An appreciation of the principles of delivering a commercial legal service to public sector clients.</li> <li>• Ability to promote the service to existing and prospective clients and to build and maintain successful client relationships</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• First or upper second class honours degree or equivalent grades at postgraduate qualification</li> <li>• Experience of time costing, quality standards and business planning</li> <li>• Experience in local authority or comparable public sector organisations</li> <li>• Experience of working with local authority or other public sector organisations</li> <li>• Experience of managing or supervising staff</li> <li>• A practical appreciation of the principles of performance management and effective client relationships</li> </ul>
<b>Specific qualifications/and registration</b>	<ul style="list-style-type: none"> <li>• Solicitor or barrister with current practising certificate</li> <li>• 5 years' Post-Qualification Experience</li> </ul>
<b>Budget responsibility</b>	None
<b>FTE responsibility (line management)</b>	5FTE
<b>Key stakeholder relationships</b>	Internal and External Legal Services Clients i.e. Warwick District Council, Warwickshire Police, Warwickshire Police and Crime Commissioner, Warwickshire Schools, Other Councils from time to time

## Senior Solicitor and Team Leader – Corporate & Commercial Team (Tier 4b)

### Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"><li>• Deliver in year service plan (1 year)</li><li>• Effective contract and supplier management</li><li>• Meet budget, savings and income targets</li></ul>

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"><li>• Statutory compliance</li><li>• Professional practice</li><li>• Procedure compliance</li></ul>

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"><li>• Deliver operational performance objectives</li><li>• Manage the workforce</li><li>• Deliver continuous improvement plans</li></ul>

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

### Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"><li>• Workforce development</li><li>• Workforce planning</li></ul>

- Recruit and ensure effective onboarding of team members

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- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"><li>• Monitors the service performance framework</li><li>• Effective service design</li></ul>

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"><li>• Deals with performance issues</li><li>• Maintains business continuity</li><li>• Role model of how we work principles</li></ul>

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

## Senior Solicitor and Team Leader – Corporate & Commercial Team (Tier 4b)

### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



### Our Behaviours



**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

