

Directorate: Service area:	Resources Legal and Democratic
Accountable to:	Tier 4B Senior Solicitor Team Lead
Politically restricted post	Yes
Delivery teams:	Legal and Democratic
Job Title & Team:	Z0118 Solicitor / Barrister – Governance Governance Team
Grade:	Hay 10

The Role

Provide high quality, business focused legal advice, representation and support to Warwickshire County Council Officers, Council Members (County Councillors), and external clients.

Build and maintain effective relationships with instructing officers / clients and be accountable for the quality and level of service provided.

Assist in the effective operation of Warwickshire County Council and Legal & Democratic Services.

The Strategy and Commissioning Manager (Legal and Democratic) or nominated representative may revise the work undertaken by the post holder after discussion with the post holder. The post holder must be prepared to change and develop this role to suit the needs of the Service.

Main Duties and Responsibilities	<ol style="list-style-type: none"> 1. Advise, represent, and support in relation to governance, information law and generally as required. 2. Manage a caseload of legal work commensurate with the role of lawyer in all aspects of service delivery 3. Provide accurate, succinct, and timely legal advice, representation and support to Officers, Council Members and external clients in writing, during meetings, and at committees as required. 4. Draft and negotiate agreements and other documents on behalf of clients with varying degrees of complexity and instruct Counsel
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	<p>where appropriate.</p> <ol style="list-style-type: none"> 5. Prepare and give briefings to Officers and Members and input into decision making reports. 6. Identify and escalate risks and issues which would impact any aspect of the Council's operations or reputation. 7. Collaborate with and support other team members in the delivery of services to clients. 8. Keep up to date with relevant areas of law and carry out research as required 9. Assist in the training and development of more junior colleagues 10. Prepare and deliver training to colleagues and clients as required. 11. Comply with regulatory requirements, Legal Services office manual and the Council's constitution 12. Identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation across the Council and for marketing services externally. 13. Support the effective operation of Legal Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.
<p>Key business measures</p>	<p>Time utilisation (charged hours) and client satisfaction</p>
<p>Key stakeholder relationships</p>	<p>Colleagues within Legal and Democratic Assistant Director Governance and Policy Internal and external client contacts Senior Leadership Team and Corporate Board Members Counsel and external suppliers</p>

Essential Criteria	
Legal experience	2 years' experience gained as a Solicitor or Barrister or Trainee Solicitor or equivalent legal experience.
Qualifications/and registration	Solicitor or Barrister, qualified to practise in England and Wales or other equivalent qualification
Experience skills and knowledge	<p>Experience of working in information law.</p> <p>Experience of delivering high quality legal advice to clients in accordance with service standards</p> <p>Experience of developing effective working relationships</p> <p>Experience of effectively communicating with and influencing others both orally and in writing</p> <p>Good level of IT literacy and an understanding of IT systems in the legal environment</p> <p>Ability to analyse complex issues, assess risks and find solutions</p> <p>Ability to plan and monitor caseload to achieve timescales & outcomes required by the client</p> <p>Ability to draft legal documents with precision and accuracy</p> <p>Ability to comply with time recording and case management systems</p> <p>Ability to work under pressure and to deadlines when required</p> <p>Ability to travel efficiently and effectively for work purposes</p> <p>Ability to work collaboratively and with a positive attitude</p> <p>Ability to support and assist in the development of more junior team members.</p>
Desirable Criteria	Experience working in or advising on governance or local government law.

Our Values and Behaviours

We want to support our workforce to be best they can be. Our Behaviours and values provide a framework for our culture and give reflect the standards we expect from all our people. We are committed to creating a working environment of equality, respect and inclusion where everyone can thrive and contribute to our community. Working with us gives you the opportunity to make a real difference to the lives of the people of Warwickshire. You must be able to demonstrate you role model the Warwickshire values and six behaviours

Our Values and Behaviours – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

