

<b>Directorate: Service area:</b>	Resources Strategy Planning and Governance (Warwickshire Legal Services)
<b>Accountable to:</b>	Tier 4B Senior Solicitor Team Lead
<b>Politically restricted post</b>	No
<b>Delivery teams:</b>	Legal and Governance
<b>Job Title &amp; Team:</b>	Solicitor/Barrister/Legal Executive – Education Adults Education and Debt Team
<b>Grade:</b>	Hay 10

### The Role

Provide high quality, business focused legal advice, representation and support to Warwickshire County Council Officers, Council Members, School leaders 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 the Legal and Governance Service.

The Head of Legal and Governance 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 their role to suit the needs of the Service.

<b>Main Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Advice, representation and support in relation to: <ol style="list-style-type: none"> <li>i. SEND Tribunals</li> <li>ii. Education work generally</li> <li>iii. School Appeals and Independent Review Panels</li> </ol> </li> <li>2. Manage a personal caseload of legal work commensurate with the role of lawyer in all aspects of service delivery.</li> <li>3. Provide accurate, succinct, and timely legal advice, representation and support to Officers, Council Members and external clients.</li> </ol>
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	<ol style="list-style-type: none"> <li>4. Build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them.</li> <li>5. Identify and escalate risks and issues which would impact any aspect of the Council's operations or reputation.</li> <li>6. Collaborate with and support other team members in the delivery of services to clients.</li> <li>7. Keep up to date with relevant areas of law and carry out research as required.</li> <li>8. Assist in the training and development of more junior colleagues.</li> <li>9. Prepare and deliver training to colleagues and clients as required.</li> <li>10. Comply with regulatory requirements, Legal Services office manual and the Council's constitution (and any external client's constitutional requirements and procedures)</li> <li>11. Identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation.</li> <li>12. 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, and assist with any marketing exercises undertaken by Legal Services.</li> </ol>
<b>Key business measures</b>	Time Utilisation (Charged Hours) and Client Satisfaction
<b>Key stakeholder relationships</b>	<p>Colleagues within Legal and Governance</p> <p>Director of Strategy, Governance and Policy</p> <p>Senior Leadership Team and Corporate Board Members</p> <p>External client contacts</p>

	Counsel, and external suppliers
<b>Essential Criteria</b>	
<b>Qualifications/and registration</b>	Solicitor, Barrister or Legal Executive, qualified to practise in England and Wales or other equivalent qualification.
<b>General experience</b>	At least 2 years' experience gained as a Solicitor or Barrister or 6 years as a Legal Executive
<b>Specific experience, skills and knowledge</b>	<p>Experience of working in education law or a related discipline</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 &amp; 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>