

Directorate: Service area:	Resources Strategy, Planning & Governance Legal and Governance
Accountable to:	Tier 4B Senior Solicitor Team Lead
Politically restricted post	No
Delivery teams:	Legal and Governance
Job Title & Team:	Solicitor / Barrister/Senior CILEX Lawyer – Planning & Highways Planning & Litigation 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 & Governance Services.

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 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 all aspects of planning law including s106 agreements and planning enforcement and generally as required. 2. Advise, represent and support in relation to highways, rights of way and regulatory law and generally as required. 3. Manage a caseload of legal work commensurate with the role of lawyer in all aspects of service delivery 4. Provide accurate, succinct, and timely legal advice, representation and support to Officers,
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	<p>Council Members and external clients in writing, during meetings, and at committees as required.</p> <ol style="list-style-type: none"> 5. Draft and negotiate planning and highway agreements, including s106 agreements and s38 and s278 agreements, and other documents on behalf of clients with varying degrees of complexity and instruct Counsel where appropriate. 6. Prepare and give briefings to Officers and Members and input into decision making reports. 7. To instruct Counsel as necessary and to represent the Council where appropriate in courts and tribunals 8. Identify and escalate risks and issues which would impact any aspect of the Council's operations or reputation. 9. Collaborate with and support other team members in the delivery of services to clients. 10. Keep up to date with relevant areas of law and carry out research as required 11. Assist in the training and development of more junior colleagues 12. Prepare and deliver training to colleagues and clients as required. 13. Comply with regulatory requirements, Legal Services office manual and the Council's constitution 14. Identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation across the Council and for marketing services externally. 15. 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 Governance</p> <p>Director - Strategy Planning & Governance</p> <p>Internal and external client contacts</p> <p>Senior Leadership Team and Corporate Board Members</p> <p>Counsel and external suppliers</p>
<p>Essential Criteria</p>	
<p>Legal experience</p>	<p>Solicitor / Barrister: Experienced lawyer in practice area, with at least 3 years relevant experience.</p> <p>Senior CILEX Lawyer: Experienced lawyer in practice area, with at least 6 years relevant experience.</p>
<p>Qualifications and registration</p>	<p>Solicitor, Barrister or CILEX Lawyer, qualified to practise in England and Wales or other equivalent qualification.</p>
<p>Experience, skills and knowledge</p>	<p>Experience of working in planning 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>
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