

Directorate: Service area:	Resources Legal and Governance
Accountable to:	Legal Service Manager - Corporate
Politically restricted post	Yes
Delivery teams:	Employment
Job Title:	Team Manager & Senior Solicitor/ Barrister/Senior CILEX Lawyer - Employment
Grade:	Hay F

Context

Warwickshire Legal Services (WLS) is Warwickshire County Council's in-house legal team. WLS offers legal support, advice and representation across a broad range of legal disciplines. We also provide a comprehensive legal service to a number of external public sector clients including other local authorities, not for profit organisations, blue light services and over 200 schools and academies.

We are committed to providing the best quality legal advice to our public sector clients, enabling them to achieve their objectives and deliver outcomes that benefit local communities.

You will play an active role as part of our service team working in partnership with our legal service management team and colleagues to ensure we continue to deliver excellent client focused advice both internally and externally

You will support the management team and other team managers in achieving our organisational vision and outcomes. You will fulfil your role in accordance with the Council's vision and values and provide clear effective leadership for colleagues within your team.

You will manage your team to meet the outcomes of the Legal Services Business Plan and the Council Plan. You will develop and maintain good working relationships with a range of key stakeholders.

Main Duties and Responsibilities	<ol style="list-style-type: none"> 1. To co-ordinate and manage a caseload of high value and complex Employment legal work and operate at a senior solicitor level in all aspects of service delivery, applying sound judgement in reaching decisions and leading by example.
---	--

	<ol style="list-style-type: none"> 2. Provide accurate, succinct and timely legal advice, representation and support to Officers, Councillors and external clients in writing, during meetings, and at committees as required. 3. Support the Head of Law & Governance, the Legal Service Manager and other Team Managers in all aspects of the Legal Service as required, including in leading, developing and supervising the Team. 4. 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. 5. Support Legal Services' revenue and client growth ambitions, build strong working client relationships and keep improving the legal services offer. 6. Manage and supervise your team and associated staff, provide professional supervision and conduct regular 1:1 meetings, appraisals, file reviews and other management support as may be required. 7. Represent Legal Services at Council and other relevant partner and client meetings in a professional and competent manner where required to do so. 8. Maintain and develop sound knowledge of the law and procedure relevant to practice areas. 9. Build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them. Lead the Legal Services relationship with the Council's Workforce Advisory service. 10. Lead the Team on developing and sharing legal know-how with clients. 11. Ensure personal and Team compliance with
--	--

	<p>the Service and Council policies and procedures, and client practices, as may be applicable.</p> <p>12. Lead the employment legal work for the Service, providing advice, representation and support in relation to:</p> <ul style="list-style-type: none"> a) Strategic and operational employment law/HR matters concerning public sector employers and their workforce b) Defending employment tribunal claims c) Negotiated settlements d) Client training and seminars e) Marketing and business development of the Service <p>and generally as required.</p> <p>The Head of Legal and Governance and Director of Strategy, Planning & Governance or their nominated representative may revise the work undertaken by the post-holder after discussion with them and they must be prepared to change and develop the role to suit the needs of the Service.</p>
Key business measures	<p>Utilisation target of 55% (based on 37 working hours per week)</p> <p>Ensure team meets its utilisation targets, supporting team members to be the best they can be</p>
Key stakeholder relationships	<p>Colleagues within Legal and Democratic Services Assistant Director, Strategy Planning & Governance Senior Leadership Team and Corporate Board Workforce Services Elected Members Internal Client Officers External Clients Counsel and external providers</p>
Budget responsibility	None
FTE responsibility (line management)	Up to 5 FTE
Statutory responsibilities (if applicable)	None
Essential Criteria	

Qualifications/and registration	<p>Solicitor (SRA Admitted) or Barrister (BAR Council registered), or CILEX Lawyer (or fellow)</p> <p>qualified to practice in England and Wales</p>
Legal Experience	<p>At least 5 years' experience in employment law gained as a qualified Solicitor/ Barrister/Legal Executive.</p> <p>We will consider candidates with less than 5 years' post-qualification experience where they have significant previous relevant experience in employment law, HR or similar.</p>
Specific experience skills and knowledge	<p>Experience of delivering high quality legal advice to multiple clients in accordance with service level agreements and/or customer service standards to include:</p> <ul style="list-style-type: none"> • Advice on disciplinary and grievance matters • Advice on managing absence and performance • Policy development and drafting • Negotiation and drafting settlement agreements and COT3s • Managing complex employment tribunal cases (to include unfair dismissal, discrimination, whistleblowing, working time) and preparation for multi day/week substantive hearings • Advice on trade union recognition and industrial relations <p>Experience of conducting advocacy at preliminary hearings (desirable).</p> <p>Knowledge of nationally agreed terms and conditions applicable to local government (desirable).</p> <p>Knowledge of Local Government Pension Scheme (desirable).</p> <p>Experience of leading a legal team (desirable)</p> <p>The required skills to manage a team in a dynamic and fast paced public sector environment</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>Excellent level of IT literacy to be able to use self-service, digital user platforms and applications, MS Office and specialist legal case management (Visualfiles) / court bundling software.</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 work collaboratively and with a positive attitude</p> <p>Ability to support and assist in the development of more junior team members</p> <p>Ability to market the service and develop business</p>
--	--