

Directorate: Service area:	Resources Legal and Democratic
Accountable to:	Tier 4B Senior Solicitor Team Lead (Employment)
Politically restricted post	No
Delivery teams:	Legal and Governance
Job Title & Team:	Solicitor / Barrister / Senior Legal Executive Employment Team
Grade:	Hay 10

The Role

Provide high quality, business focused legal advice, representation and support to Warwickshire County Council Officers, Council Members 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 Service.

The Head of Legal & 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 employment law and generally as required. 2. Manage a personal caseload of legal work commensurate with the role of lawyer applying sound judgement in reaching decisions and leading by example. 3. Provide accurate, succinct, and timely legal advice, representation and support to Officers, Council Members and external clients. 4. Draft and negotiate various agreements and other documentation on behalf of clients with varying degrees of complexity and instructing Counsel where appropriate.
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	<ol style="list-style-type: none"> 5. Prepare and give briefings to Officers and Members and input into decision making reports in respect of the same. 6. Represent the Council in appropriate courts and tribunals and instruct Counsel as required. 7. Identify and escalate risks and issues which would impact any aspect of the Council's operations or reputation. 8. Collaborate with and support other team members in the delivery of services to clients. 9. Keep up to date with relevant areas of law and carry out research as required. 10. Assist in the training and development of more junior colleagues. 11. Prepare and deliver training to colleagues and clients as required. 12. Comply with regulatory requirements, Legal Services office manual and the Council's constitution. 13. Identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation across the Council.
Key business measures	<p>Time Utilisation (Charged Hours)</p> <p>Client Satisfaction</p>
Key stakeholder relationships	<p>Colleagues within Legal and Governance</p> <p>Director of Strategy, Governance and Policy</p> <p>Senior Leadership Team and Corporate Board</p> <p>Elected Members</p> <p>External client contacts</p> <p>Counsel and external suppliers</p>
Essential Criteria	
Qualifications/and registration	Solicitor, Barrister or Legal Executive, qualified to practise in England and Wales.

General Experience	At least 2 years' experience in Employment law gained as a Solicitor or Barrister, or 6 years as a Legal Executive
Essential experience skills and knowledge	<p>Service delivery 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>Delivering legal advice within local government or similar environment (desirable)</p> <p>Knowledge of nationally agreed terms and conditions applicable to local government and public sector pension schemes (desirable).</p> <p>Ability to analyse complex issues, assess risks and find solutions.</p> <p>Ability to draft legal documents with precision and accuracy.</p> <p>Ability to communicate effectively with and influence others both orally and in writing.</p> <p>Ability to develop effective working relationships.</p> <p>Experience and understanding of the need for political sensitivity and awareness.</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 / court bundling software.</p>

	<p>Ability to plan and monitor caseload to achieve timescales & outcomes required by the client.</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>
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