

| | |
|---------------------------------------|--|
| Directorate: Service area: | Resources Legal and Democratic |
| Accountable to: | Tier 4B Senior Solicitor Team Lead |
| Accountable for: | |
| Politically restricted post | No |
| Delivery teams: | Legal and Democratic |
| Job Title: | Solicitor – Education or Barrister – Education or Senior CILEX Lawyer / Senior Legal Executive – Education Adults Education and Debt Team |
| Grade: | Hay 10 |

Context

Provide high quality, business focused legal advice, representation and support to WCC, 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 WCC and Legal & Democratic Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.

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.

Specific role assignment

| | |
|----------------------------------|---|
| Delivery responsibilities | <ol style="list-style-type: none"> 1. Advise, represent, and support in relation to your area of Law and generally as required. 2. Manage a substantial and complex personal caseload of legal work commensurate with the |
|----------------------------------|---|

| | |
|---|--|
| | <p>role of lawyer in all aspects of service delivery, applying sound judgement in reaching decisions and leading by example.</p> <ol style="list-style-type: none"> 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. 5. To prepare and give briefings to Officers and Members and to input into decision making reports in respect of the same. 6. Provide legal advice to Member Committees as required 7. To represent the Council in appropriate courts and tribunals dealing with complex and contentious cases 8. Identify and escalate risks and issues which would impact any aspect of WCC operations or reputation. 9. Participate with and support other team members in the delivery of services to clients. |
| <p>Key business measures</p> | <ul style="list-style-type: none"> • Time Utilisation (Charged Hours) • Client Satisfaction |
| <p>Statutory responsibilities <i>(if applicable)</i></p> | |
| <p>PQE</p> | <p>Solicitor / Barrister: Experienced lawyer in practice area, with at least 3 years relevant experience.</p> <p>Senior CILEX Lawyer / Senior Legal Exec: Experienced lawyer in practice area, with at least 6 years relevant experience.</p> |
| <p>General experience</p> | <ul style="list-style-type: none"> - Experience in the legal practice area - Service delivery to multiple clients in accordance with service level agreements and/or customer service standards. - Knowledge of delivering legal advice within local government or similar environment. |

| | |
|---|---|
| | <ul style="list-style-type: none"> - Experience and understanding of the need for political sensitivity and awareness. - 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. - |
| Specific experience | <ul style="list-style-type: none"> • Knowledge of law relating to Education and Special Educational Needs • Advice, representation and support in relation to: <ul style="list-style-type: none"> ○ education law and the law affecting the delivery of education ○ special educational needs and disabilities ○ relevant tribunals and courts ○ school admissions and exclusions appeals • Marketing and promoting legal services to the education community |
| Specific qualifications/and registration | <p>Solicitor (SRA Admitted) or Barrister (BAR Council registered), or CILEX Lawyer (or fellow), with advocacy rights.</p> <p>qualified to practice in England and Wales</p> |
| Budget responsibility | <ul style="list-style-type: none"> • To comply with WCC's financial policy and requirements. • To identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation across WCC. |
| FTE responsibility (line management) | n/a |
| Key stakeholder relationships | <ul style="list-style-type: none"> - Council Members - Council Management - Council Officers - Internal and External Clients - WLS colleagues - Counsel |

Generic capabilities of the role

| Generic Capability | Descriptor |
|--------------------|--|
| Business Acumen | <ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets |

- Understanding of public law principles
- Ability to analyse complex issues, assess risks and find solutions
- Ability to focus on client objectives and add value
- Ability to act with strategic clarity and astute tactics
- Ability to be a first rate communicator and advocate
- Ability to give incisive, clear and positive advice
- Ability to draft effective legal documents with precision and accuracy
- An appreciation of the principles of delivering a commercial legal service to public sector clients

| Generic Capability | Descriptor |
|-------------------------|---|
| Performance & standards | <ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance |

- To deliver services in accordance with policies and practice of your qualifying body (Solicitors Regulation Authority, Bar Council, CILEX, Law Society)
- To comply with WLS's office manual and WCC's constitution.
- To demonstrate a high level of attention to detail, pragmatism and "move with purpose & energy".
- To be versatile and a quick learner
- To react fast and well to the urgent and unexpected
- To be personable and generate confidence
- To be a team player
- To be able to travel efficiently and effectively for work purposes
- To take personal responsibility for personal development and CPD

| Generic Capability | Descriptor |
|------------------------|--|
| Operational management | <ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans |

- Meet the service key business measures for the service
- Deliver required client outcomes
- Execute the statutory or regulatory duties that are in place
- To deliver improvement in client engagement and satisfaction.

Generic leadership competencies

| Capability | Descriptor |
|------------|------------|
|------------|------------|

| | |
|-------------------|---|
| People Management | <ul style="list-style-type: none"> • Workforce development • Workforce planning |
|-------------------|---|

- Support other team members
- To support the development of the knowledge and skills base within WLS through participation in and delivery of Continuous Professional Development, coaching, mentoring and learning opportunities for all staff.
- Support the development of more junior team members
- Support change initiatives

| Capability | Descriptor |
|------------------------------------|--|
| Management of resources & planning | <ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design |

- Plan and monitor all matters allocated, to achieve timescales & outcomes required by client
- That all chargeable time is recorded accurately, timely, in a manner that is understandable by clients.

| Capability | Descriptor |
|--|--|
| Organisational leadership & resilience | <ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles |

- To be trustworthy, ethical and a good time manager
- Flexible in relation to working hours
- Act as a positive role model for WCC's values and behaviours
- Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

