

Job Description and Specification



Working for a *brighter future* together

Job Title:	Senior Lawyer (Place)
Reference:	QAQC4060
Service:	Legal Services
Grade:	11
Reports to:	Principal Lawyer
Location:	Westfields

Your job

To provide legal and procedural advice and services in the most effective and efficient way to meet the requirements of the Council as a whole and specific Services and Departments.

In this job you will

1. Deliver high quality legal advice and services to Heads of Service and their staff, including where appropriate drafting proceedings, contracts, and legal agreements, to ensure that policy is formulated, and operational decisions are taken on a sound legal basis
2. Undertake negotiations in order to protect and further the objectives of the Council, and where necessary undertake litigation and advocacy in the Courts, Tribunals and at statutory appeals and inquiries.
3. Participate in project teams to ensure the achievement of the Council's objectives and the delivery of high- quality legal advice and services to client Services and Departments
4. Identify, research and anticipate the effects on service provision of new developments in the law to ensure that clients are able to adopt best practice in the delivery of timely and responsive services
5. Provide legal and procedural advice on officer reports, decision papers, and to the Council's Committees, Panels and Groups of Members and Officers to ensure that strategic and operational decisions are taken in an effective, beneficial, and legally sound manner.
6. Supervise colleagues in the Service as appropriate to ensure the effective delivery of legal services to client Departments

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

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In this job you will need

You must be able to demonstrate the following essential requirements:

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		Admitted Solicitor entitled to a current practising certificate (or the qualification of Barrister or Legal Executive), or an appropriate level of technical expertise and experience within the relevant field equivalent to the aforementioned formal qualifications	Application Form Certificates Interview
Experience	At least seven years good experience in relevant legal practice	<p>Appropriate level of post qualification experience in at least one of the areas of law from the list below, as well as knowledge of at least one other:</p> <ul style="list-style-type: none"> • Land and Property including property related Housing and Land Charges • Major Projects and Regeneration • Contracts and Procurement • Planning and Highways • Regulation • General Litigation and Common Law matters • Employment 	Application Form References Interview
Technical, Specialist or Job Related Knowledge		<p>Knowledge of legal journals and other research materials and how to use them</p> <p>European and domestic legislation regulations, case law, circulars, and codes of practice relating to the client dept worked with</p>	Application Form References Interview

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		<p>Human rights act</p> <p>Data protection</p> <p>Freedom of information</p> <p>Local government legislation</p> <p>Area specific legislation and guidelines</p> <p>European and domestic legislation, circulars and codes of practice</p>	
<p>Theories, Techniques, Concepts</p>		<p>Experience of managing the instruction, use and involvement of Counsel and external lawyers in appropriate cases.</p> <p>Experience of drafting complex and significant legal documentation, policies and procedures engaging in detailed and extensive negotiations with parties as appropriate.</p> <p>Proven track record in a pressurised and deadline driven environment.</p>	<p>Application Form References Interview</p>
<p>Procedures, Policies, Legislation, Organisational Structures</p>		<p>Experience of dealing with complex and significant cases within the areas of work listed above with supervision only required in exceptional circumstances.</p> <p>To represent the service</p>	<p>Application Form References Interview</p>

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		<p>and the Council at local level and at a regional level if necessary.</p> <p>The ability to embody the Council's FIRST values to achieve service development, transformation and service improvements.</p>	
<p>Skills and Aptitudes</p> <p><i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i></p>		<p>Legal and client specific terminology</p>	<p>Application Form References Interview</p>
<p>Other Requirements</p>	<p>lken- time recording</p>	<p>Microsoft Office suite</p> <p>Online research resources</p> <p>Legal case management system</p> <p>LEXCEL</p> <p>Professional journals, encyclopaedias and reference materials</p> <p>Delivery of excellent customer service</p>	

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together



Cheshire East
Council