

JOB DESCRIPTION

JOB TITLE	ASSISTANT LAWYER/LAWYER
GRADE	PO9 – PO12
REPORTING TO	PRINCIPAL LAWYER – CONTRACTS AND COMMERCIAL
JD REF	CSUP0100P

PURPOSE

Focusing on contracts and commercial the post holder will provide forward thinking, customer focused and professional legal advice, to its client bodies, services and functions with legal, procedural and business services. A key focus for this role will be to support the success of large-scale regeneration activity and economic growth ambitions for Wirral.

MAIN DUTIES AND RESPONSIBILITIES

- To provide legal advice and services to the Council's Members, officers and external bodies, including (as directed):
 - the drafting and presentation of advice, including to committees, panels or other meetings of the Council and associated bodies;
 - drafting contracts and legal agreements;
 - undertaking negotiations;
 - management of litigation; and
 - undertaking advocacy in the Courts, Tribunals and at statutory appeals and inquiries.
- 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.
- Draft, prepare and comment on committee reports, policy documents and other briefing papers for Senior Officers. This will include the provision of wider local government and regulatory, procedural and administrative law advice for the Council and its services and for



that purpose inform oneself of all material matters in addition to the areas of the practice normally assigned.

- Carry out all work using the Legal Services Case Management system, to time record, work and adopt modern working practices and make use of technologies provided by the Department.
- Ensure compliance with the Governance and Assurance Directorate's and the Team Business Plan(s), the Legal Services' Practice Manual and quality assurance requirements.
- Represent the Monitoring Officer and/or Head of Legal Services, as required, at meetings with Members, committees, sub-committees, panels, working groups, including public meetings, public agencies and external professional representatives.
- Undertake other reasonable duties commensurate with the job role.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- A qualified barrister, solicitor, legal executive (Fellow) or equivalent (subject to or awaiting QLTS).
- Knowledge of local government legislation and guidance with an awareness of current local government issues including governance arrangements, decision making and corporate governance.
- Work on your own initiative, be solution focused, pragmatic and escalate matters where appropriate.
- Highly organised and able to prioritise varying workloads, working to tight deadlines, and dealing with high volumes of work all whilst maintaining a high-quality service.
- Commitment to consistently delivering high standards of customer care.
- Tact, diplomacy, empathy and politically awareness with resilience in dealing with competing and demanding pressures and potentially emotionally difficult situations and information.
- You will be committed to your own continued professional development which will include regulation, case law and best practice.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Experience of working in local government.
- Able to give appropriate and timely legal advice in emergency situations.
- Able to work successfully as part of a team, assisting in management of risks and opportunities to deliver expected project outcomes.



ADDITIONAL INFORMATION

- Required to work outside of normal office hours/flexible working patterns inherent part of the post.
- Able to travel around the Borough using public or private transport.
- Ability to work remotely.
- This post is politically restricted.

DATE OF APPROVAL: 22/10/2020

APPROVED BY: PHILIP MCCOURT – DIRECTOR OF LAW AND GOVERNANCE (MONITORING OFFICER)

