

CASTLE POINT BOROUGH COUNCIL
CIVIC GOVERNANCE AND LAW

JOB PROFILE 2017-2018

POST NO.	LGO 2/CX15
DESIGNATION	HEAD OF LAW
GRADE	Local Scale Points 50 to 54
RESPONSIBLE TO	CHIEF EXECUTIVE
RESPONSIBLE FOR:	<ul style="list-style-type: none">• Providing corporate legal advice• Legal support to the Council Management, training and development of the Legal Services Team
LIAISE WITH	Members of the Council, the Chief Executive and Directors, managers and supervisors. Other authorities or departments of other authorities or government departments necessary for the proper administration of the Council's affairs. Other external bodies and organisations providing services to the Council.
PURPOSE OF JOB	<p>To provide prompt and accurate legal advice and support in the development and delivery of high quality effective projects undertaken by the Council</p> <ul style="list-style-type: none">• To participate as a member of the Council's Corporate Management Team in the corporate affairs of the Council.

	<ul style="list-style-type: none"> • To contribute to the Council’s agenda for achieving continuous improvement in service delivery and any external performance assessments • To contribute to achieving the Council’s corporate objectives and priorities • To provide an effective legal service to the Council • To provide legal advice and guidance to the Council in relation to the interpretation and fulfilment of its legal obligations • To lead and develop the Legal Services Team and legal staff • To act as Training Principal to the Trainee Solicitor(s) • To act as Senior Information Risk Officer (SIRO) for the purposes of information governance and data protection
<p>MAIN ACTIVITIES</p>	<ol style="list-style-type: none"> 1. Provide legal advice and support to the Chief Executive, Directors, Managers, Supervisors and Members and other Officers on the development and delivery of corporate projects 2. Act in accordance with the Council’s Scheme of Delegations with respect to the discharge of legal functions 3. Make a positive contribution to the preparation and delivery of

	<p>corporate aims and objectives and policies</p> <ol style="list-style-type: none">4. Lead and manage the Legal Service Team in delivering high quality legal services including:<ol style="list-style-type: none">a. Meeting the requirements of the SRA professional ethical standards;b. Leading by example by maintaining & updating professional knowledge & skills;c. Preparation of Service Plans;d. Implementation of corporate policies, practices and procedures and protocols followed by the Legal Services Team;e. Assessing performance and capabilities; recommending training programmes and devising career/management development programmes for members of the Legal Services Team;f. Monitoring and reviewing performance of the Legal Services Team in achieving local and national targets;g. Promote a culture of continuous improvement and innovation in the provision of legal services;h. To be responsible for the formulation of budgets and the use of resources to achieve maximum income and alignment of legal costs
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- i. To carry out such other duties consistent with the responsibilities, qualifications and experience relevant to the purpose of the job as may reasonably be requested by the Chief Executive or his representative

To also carry out the following tasks:

- 5. Lead on land transactions and other activities associated with asset management
- 6. Advising on and undertaking all aspects of Planning law, including preparation for local appeals and inquiries and including instructions to Counsel
- 7. Leading on the preparation of contracts, tender documents and EU notices where applicable and providing legal advice on procurement generally
- 8. To undertake and attend courses as required by the Law Society and the SRA and the Council
- 9. To provide legal advice to Elected Members and Council Depts. and attend such official council meetings as required
- 10. To undertake legal research and advise on new legislation
- 11. To instruct Counsel and Solicitors Agents to represent or act on behalf of the Council

	<p>12. Lead on information management and other activities associated with the management of information by the Council including responsibility as the Council's Senior Information Risk Officer</p>
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COMPETENCIES required

SELF AWARENESS AND CONTROL

Measures: All

PERSONAL EFFECTIVENESS AND SELF DEVELOPMENT

Measures: All

ANALYSIS AND JUDGEMENT

Measures: All

INTERPERSONAL SKILLS

Measures: All

ORGANISATIONAL AWARENESS AND 'JOINED UP' THINKING

Measures: All

CUSTOMER/CLIENT AWARENESS

Measures: All

USING AND MANAGING RESOURCES

Measures: All

MANAGING AND DEVELOPING PEOPLE

Measures: All

LEADERSHIP

Measures: All

PROFESSIONAL AND TECHNICAL

Measures: All

Signed: Date: 11/12/17