

Job Description

Job title	Lawyer – People Team
Directorate	BUSINESS : Business Support
Division	Legal and Governance
Range	MPR 7
Reports to	Senior Lawyer

Main purpose of the job:

The post holder will be part of the People Team within Legal Services, working closely with the client team to deliver an exceptional service. With a focus on either Adults, SEND or Child Care Law the postholder will have the opportunity to operate across the field if they wish, carrying a caseload but also working with the wider team to ensure that Legal Services embodies best practice..

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

- Providing high quality legal advice, assistance and representation to the Council on legal matters relating to one or more areas of law undertaken by the service
- Advising on the interpretation and application of council policies, procedures and governance requirements to assist clients achieve their desired outcomes
- Complying with quality assurance procedures, service level agreements and performance management requirements in order to meet the expectations of the clients
- Contributing towards and encourage a culture of learning, knowledge sharing and excellence within Legal Services

At manager discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

Medway Council Job Profile

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Senior Lawyer People Team.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

- <Qualified barrister or solicitor or experienced Fellow of the Institute of Legal Executives with full valid practising certificate

Level B (in addition to level A criteria)

- Qualified barrister or solicitor or experienced Fellow of the Institute of Legal Executives with full valid practising certificate

Level C (in addition to levels A and B)

- Qualified barrister or solicitor or experienced Fellow of the Institute of Legal Executives with full valid practising certificate

Knowledge

Level A

- Keeps up to date with changes to law in own areas of practice

Level B (in addition to level A criteria)

- Able to advise clients on some complex issues

Level C (in addition to levels A and B)

- Advises clients on complex issues including issues of Governance

Experience

Level A

- NQ – PQE
- Holds cases in own right with some supervision

Provides advice direct to clients at an appropriate level

Level B (in addition to level A criteria)

- 2+ PQE
- Holds a substantial caseload of routine matters with minimal supervision
- Holds some more complex cases with support

Level C (in addition to levels A and B)

- 3+ PQE

Medway Council Job Profile

Holds a significant caseload including a higher proportion of complex matters

Skills

Level A

Able to draft without supervision

Level B (in addition to level A criteria)

- Drafts and delivers some training to clients
- Able to explain complex legal arguments to clients and others to ensure they understand

Level C (in addition to levels A and B)

- Regularly provides training to clients

Excellent written and oral communication skills