**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Lawyer |
| **Job Reference** | 20402 |
| **Grade and Salary** | 6 - £40,777 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Governance, Legal and Assurance – Legal Services |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX - Hybrid |
| **Hours per week** | 37 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To provide legal advice within the specialist area of disputes, employment and education.

To provide high quality and customer focussed legal advice. Responsible for understanding and interpreting client needs to provide them with a service they value, which supports them in driving the delivery of quality, productivity and efficiency improvements. Supervision and training of non-qualified staff. Responsible for interpreting the legal and business impact of changes in law on the operations of the Council, our partners, stakeholders and client base.

Responsible for attending Court or public inquiries.

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| **About the team**  |

The team handles an array of matters which arise from all departments of the council.

We advise and represent the council on issues arising in the context of employment of council officers, including contracts, disciplinary and grievance processes, ill health and capability dismissal, TUPE, discrimination, and pensions. We conduct Tribunal proceedings, advise on the council’s policies and procedures, and keep officers up to date on key legal developments.

In the sphere of education we provide advice on the council’s obligations to children and young people including support with SEND, operational queries, school transport, governance, and discrimination concerns. We also conduct SEND Tribunal cases and handle responses to claims for judicial review.

We deal with civil claims, including where the council is both claimant and defendant, and obligations arise in debt, contract, tort, statute, or public law. We conduct prosecutions arising from fraud and trading standards concerns, take action to protect property rights and enforce planning obligations, and advise and represent the council when it is involved in inquest proceedings.

We work with colleagues in our team and others to try to resolve issues without recourse to litigation wherever we can.

We regularly discuss our cases and legal developments, and build in time for supporting and developing each other, sharing knowledge and ideas, and celebrating success.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

1. Managing legal cases, following the Lexcel and ISO 9001 quality procedures, without direct supervision, except for complex cases.
2. To provide legal advice within the specialist area and make decisions using initiative and professional judgement.
3. Holding a specialist caseload and managing the expectations of clients.
4. To undertake advocacy in court.
5. Delivering high quality, cost-effective legal services to internal and external clients.
6. Client relationship management, to both internal and external clients.
7. Contributes and provides advice to corporate governance and strategic projects to ensure the best possible outcomes for the Council
8. Communicating with key players (including external suppliers).
9. Responsible for interpreting the legal and business impact of changes in law on the operations of the Council, partners, stakeholders and clients.
10. Participation in training and development across Legal Services and the Council on relevant issues within specialism as required, including involvement in a training and development programme for Councillors and dissemination of developments in the law.
11. Protecting and upholding the interests of the County Council.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Solicitor, Barrister or Legal Executive with full rights of audience
2. Honours degree (preferably in law), or significant experience as a Lawyer.
3. Project management qualification or equivalent experience (Desirable)

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Technical knowledge of specialism gained through recent experience in a similar setting.
2. Track record of identifying solutions for a variety of legal situations and problems and developing strategies and solutions
3. Skills in negotiation, persuasion and conciliation.
4. Ability to exercise independent professional judgement, to manage challenging situations.
5. Ability to handle a caseload within specialist area.
6. High level of literacy to interpret legislation and case law, and to communicate effectively in written form with a range of audiences
7. Good numeracy skills to understand financial arrangements.
8. Skills in influencing, developing and motivating people to achieve objectives.
9. Effective use of communication media.
10. Building effective internal relationships to achieve a flexible and responsive service.
11. Developing and maintaining good relationships with clients.
12. Contributing to the development and improvement of guidelines and procedures for effective, efficient and economic long-term delivery of services.
13. A positive approach to change and achievement of outcomes including of the adoption of Quality Assurance needs.
14. Experience of working within a legal setting.
15. Experience of a variety of cases within area of specialism.
16. Excellent literacy and numeracy levels.
17. Good knowledge of computer systems and applications including MS software – Word, Excel, Outlook and PowerPoint.

**Additional requirements**

1. Ability to travel throughout the county.

**It would also be desirable to have**

1. Experience in local government, or other large public sector organisation
2. Experience of successfully managing projects.
3. Partnership working, including consultation and negotiation.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.