**Job Description**

**LAWYER (LITIGATION)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service:** | Legal Services | **Team:** | Litigation |
| **Location:** | County Hall (Hybrid including Work From Home) |
| **Salary range:** | £44,711 to £49,764 per annum | **Grade:** | 10 |
| **Reports to:** | Senior Lawyers (Litigation) | **Staff responsible for:** | N/A |

|  |
| --- |
| **Job Purpose** |
| Full time Litigation Lawyer role for an experienced lawyer to run a caseload of a variety of litigation matters, providing advice to services and advice to senior management.The role entails working on a variety of litigated and pre-litigated cases covering a wide range of case types including but not restricted to personal injury, public liability, employers' liability, highways, data protection and general litigation matters.The role includes working on and advising on Fast Track and Multi Track cases but also some DCP and Claims Portal matters.Role holders will use their expertise to support the delivery of highly complex and high-risk service problems and will be responsible for drafting legal advice and documents such as defences and Part 35 question and instructing with and liaising with counsel. They may also be required to draft witness evidence and liaise with the Coroner in relation to Inquests.Role holders will be familiar with litigation strategies and the Civil Procedure Rules and capable of conducting case management conferences and preliminary hearings.Although they will work within well-defined functional objectives, they will be expected to exercise a fair degree of professional discretion and responsibility in interpreting Council practice.Such other duties and responsibilities of a similar grade and nature as may be required. |
| **Accountabilities/Responsibilities** |
|

|  |
| --- |
| * To have conduct of a caseload of a variety of litigated and pre-litigated matters.
* To provide legal advice to a range of council stakeholders, including but not limited to Council members, officers, and Council owned companies.
* To act as a technical/professional reference, monitoring and providing guidance on decisions/cases within a focused area which will have a perceptible impact on the team's profile, reputation or service area.
* To use expertise to identify relevant trends that may impact on delivery.
* To contribute to the development of new services and innovative working practices.
* Work collaboratively with other Lawyers to ensure a supportive, innovative, respectful, collaborative and ethical culture.
* To work proactively and perform responsibilities to a high standard in accordance with all applicable statutory and regulatory standards, Authority policies and procedures and as directed.
* To work as effectively as possible responding to customer needs and to proactively participate as a team member within the Litigation Team.
* Such other duties and responsibilities as may be required from time to time.
 |

 |
| **Other** |
| * **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. * **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. * **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:*** **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.* **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.* **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.* **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

**LAWYER (LITIGATION)**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

|  |
| --- |
| **Qualifications** |
| * Qualified Solicitor, Barrister, Fellow of the Chartered Institute of Legal Executives or equivalent with a current practising certificate
 |
|  |
| **Experience**  |
| * Experience of working in a busy legal environment using up to date and authoritative knowledge to support delivery of services
* Wide experience in Litigation with detailed knowledge of the Civil Procedure Rules and MOJ portal claims
* Experience of working as part of a team
* Experience of working to deadlines and managing own case load
* Experience of conducting own advocacy such as case management conferences
* Experience of providing advice on a wide range of topics
 |
|  |
|  |
| * \* Local government experience or experience advising local government clients is desirable.
* \* Handling of high value sensitive claims against Children's and Adult Services is desirable.
 |
| **Essential knowledge, skills & abilities** |
| * Ability to communicate effectively, orally and in writing to both internal and external parties.
* Knowledge and experience in Litigation and dispute resolution.
* Advocacy experience.
* Strong analytical and research skills with the ability to apply such to ensure service area objectives are achieved.
* Extensive drafting and legal research experience.
* Excellent knowledge of the statutory legal basis and requirements of local authority decision making and governance
 |
| * Ability to support and interact with colleagues and work as part of a team.
 |
| * Ability to work under pressure and organise a range of complex activities and priorities.
* Ability to develop, plan, organise and implement a range of complex activities and priorities within a focused area of service
 |
| * Proven ability to implement and deliver complex and challenging solutions which are consistent with existing, new or evolving policy /procedure
* Strong interpersonal skills
* Ability to apply technical/specialist judgement to ensure service area objectives are achieved.
 |
| **Other essential requirements** |
| * Commitment to equality and diversity.
 |
| * Commitment to health and safety.
 |
| * Display the LCC values and behaviours at all times and actively promote them in others.
* IT Skills eg MS Office, Teams etc
 |
| * This is an essential car user post

*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use*. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive* |