

Oxford City Council

Building a world class city for everyone

www.oxford.gov.uk



Career Opportunity

Job Title	Lawyer (Litigation)
Job reference	001941
Service Area / Directorate	Law and Governance
Salary and Grade	G9: £44,604 to £45,583 per annum - (pro rata for part time)
Contract	Permanent
Hours per week	22.2 hours per week
Location	Work from home/ Oxford - St Aldate's Chambers

The role

We are looking for a dynamic and experienced Litigation Lawyer to join our well respected in house Legal Team to lead on all legal aspects of Litigation in connection with the Council's Services.

As the successful candidate you will be an expert in your field with the ability to handle complex Litigation work. As well as having the technical ability you will need to show yourself to be confident, professional, enthusiastic, a creative thinker that can influence and drive progress and able to give clear and credible advice to senior officers and elected members.

You should also be a proactive team player, be flexible in approach and be willing to get involved in all areas of the Service's work and want to play a prominent role in helping the Service to develop and improve. If you are a highly organised, enthusiastic and proactive individual, with a commitment to excellent customer service we would like to hear from you.

Oxford is a vibrant and dynamic City with a global reputation and the City Council sits at the centre of it all. We are an evolving organisation that plays an influential role in the success of the City. Working closely with our partners, we are driving a progressive agenda that is building stronger communities, tackling climate change and helping the economy to thrive.

It is a brilliant time to join Oxford City Council and this role will sit at the centre of all that we are trying to achieve in the Law and Governance Service. The Service, which operates at the heart of the Council, is responsible for the democratic and political management arrangements of the Authority, electoral registration and the conduct of elections, information governance across the Authority, corporate and Ombudsmen complaints, emergency planning and the provision of the full range of legal services to one of the most efficient, effective and ambitious councils in the country with high aspirations for the city.

We are seeking a passionate individual who is motivated by working for an inclusive and diverse organisation that is determined in its ambition to build 'a world class city for everyone', ensuring 'excellent public services are at the heart of everything'.

About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website please call **01865 252848**.

Note: For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For this role the successful applicant will be expected to combine some level of work from home with some office attendance. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

Closing Date: 19 September 2021

Late applications will not be processed

Interview Date(s): W/C 4 October 2021

For an informal discussion about the post please contact Marcia Eccleston on 07483 010072/email mecleston@oxford.gov.uk or Susan Sale on 01865 335843/email ssale@oxford.gov.uk

We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from ethnic minority and other underrepresented groups. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.



Oxford City Council

Building a world class city for everyone

www.oxford.gov.uk



Role Profiles

Role information

Job Title	Lawyer (Litigation)	Post Number	06294
Position type	Permanent	Hours	22.2 per week
Grade and Salary Range	G9: £44,604 to £45,583 per annum - (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Law and Governance		
Responsible To	Lawyer Team leader (Litigation)	No. of employees	N/A
Budget (£)	N/A	Assets	N/A
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

Role purpose

- To be one of the Council's planning lawyers advising the Council and where appropriate its companies and external clients.
- To work collaboratively with all members of the Law and Governance Service to deliver excellent quality services across the full range of functions provided by the Service

Role responsibilities and main duties

- Provide legal advice to members and officers of the Council, in relation predominantly, but not exclusively to the following areas of legal practice:
 - Licensing law, (including taxis and private hire, alcohol licensing, entertainment and premises licensing, gambling and gaming licensing)
 - Community and Environment / Public Protection, including environmental health, environmental protection, public health, food and safety.
 - Commercial / non-residential tenancy enforcement
 - Private sector housing enforcement work (including enforcement relating to Houses in Multiple Occupation)
 - Insurance law (including areas such as personal injury, negligence, defective premises, occupiers' liability, employers' liability and public liability)
 - Debt recovery
 - Contract disputes
 - Judicial review

- A mixture of local authority prosecution and litigation matters, general civil and criminal litigation matters including attending and advising decision-making bodies of the Council as required.
- The effective and efficient preparation and processing in a timely manner of all legal documents (including, court documents, agreements, notices, orders, consents and by-laws etc.) relevant to the role of the post-holder.
- Assist the team and line management in establishing and reviewing systems and procedures, including the preparation of precedents and checklists and standard forms where required.
- Conduct and manage a wide ranging caseload of both straightforward and complex legal work, with a bias towards the fields of law allocated to the Litigation Team and the specialised nature of this post in particular.
- To use effectively the Legal Services case management system (including the full suite of modules) and other corporate and local systems and applications.
- Keep up to date on relevant new legislation, case law, codes of practice, policy and guidance
- To perform in an effective, timely, courteous, professional and flexible manner the duties of a qualified lawyer
- To provide efficient, effective and pragmatic legal advice and assistance to the Council/other clients to facilitate achievement of the objectives of the Council and other clients
- To personally represent the Council and other clients before the courts, tribunals and public inquiries as required
- To work effectively with officers and members of the Council and with other clients
- To attend, provide legal advice and assistance to and prepare reports for officer and member meetings of the Council and other clients
- To contribute to effective governance arrangements within the Council
- To proactively support continuous corporate and service improvement
- To act as an ambassador for the Council and the Law and Governance Service
- To contribute to corporate and service projects as required

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Qualified Solicitor or Barrister or Fellow – Chartered Institute of Legal Executives	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Considerable post qualification experience and an up to date knowledge of the law and practice relating to litigation and other relevant legal work	✓	✓	✓	<input type="checkbox"/>

Practical experience of personally and competently conducting litigation advocacy in courts/tribunals/inquiries	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Proven ability and experience of successfully negotiating and drafting the full range of relevant legal documents without supervision	✓	✓	✓	<input type="checkbox"/>
Ability to work in partnership and as part of multi-disciplinary project teams with colleagues, external organisations and councillors and to foster good working relationships at all levels	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Considerable experience of providing legal advice at local authority member and officer meetings or equivalent	✓	✓	✓	<input type="checkbox"/>
Excellent written and verbal communication skills	✓	✓	✓	<input type="checkbox"/>
Ability to organise and prioritise workload	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and to deliver good quality work to tight deadlines	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability and willingness to attend Committee meetings and other evening meetings (including outside the area)	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to contribute to new ways of working and initiatives	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of extensive continual professional development and implementation of learning	✓	✓	<input type="checkbox"/>	✓

Desirable Criteria

A I T D

Experience of coaching and mentoring colleagues	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of providing legal services to companies or other corporate bodies	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of providing litigation legal advice in a local authority setting	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of using IKEN or other legal case management systems	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of working to Lexcel or a comparable quality standard	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
An up to date knowledge of other areas of local authority legal work	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in Local Government Law	✓	✓	<input type="checkbox"/>	✓

Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them