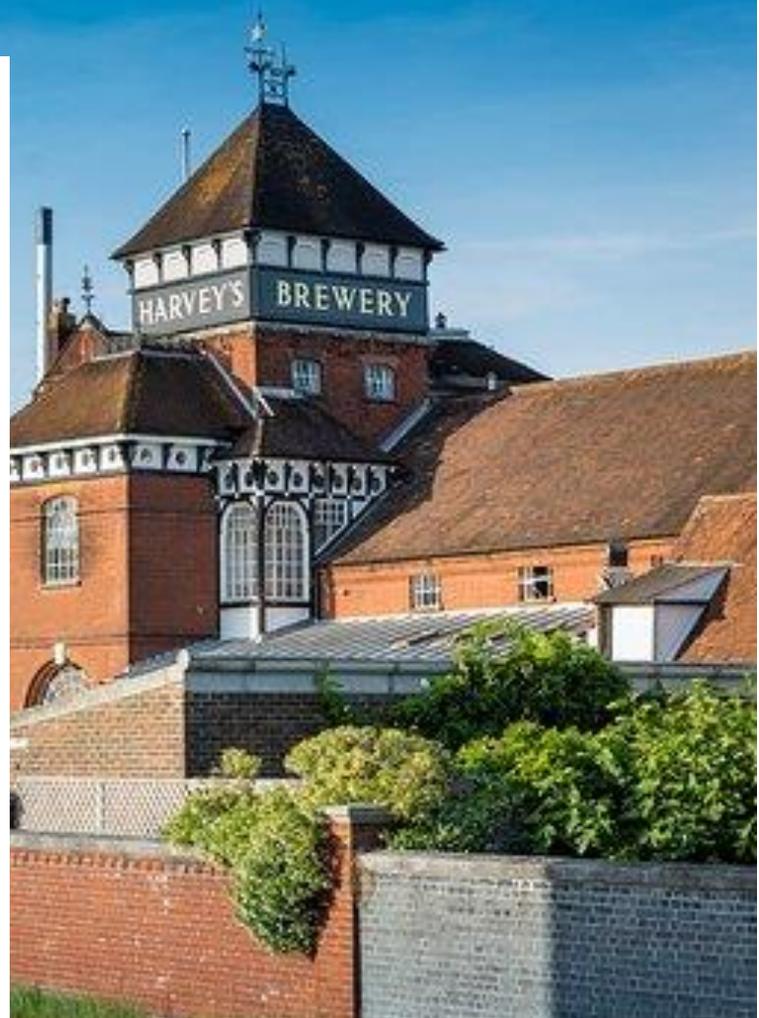


# Job Pack

---

Planning Lawyer



Lewes District Council



Working in partnership with Eastbourne Homes

---

## Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

***“The best of town, country and coast”***

---

## Job Description

<b>Post Title</b>	<b>Planning Lawyer</b>
<b>Service Area</b>	<b>Corporate Services</b>
<b>Team</b>	<b>Legal Services</b>
<b>Grade</b>	<b>PO3-6 or PO7-10 depending on experience</b>
<b>Reports to</b>	<b>Head of Legal Services</b>
<b>Date prepared</b>	<b>October 2021</b>

### Job Purpose

To promote and protect the best corporate interests of Lewes District Council and Eastbourne Borough Council through high quality legal advice and drafting.

### Key Tasks

1. To provide legal advice to council officers and members on planning matters.
2. To draft and, as necessary, negotiate the terms and conditions of planning related documents, including, in particular, section 106 agreements and enforcement notices.
3. To review and provide legal comments on planning related officer reports prepared for full Council, Cabinet, committees, panels and hearings.
4. To attend planning committee meetings and briefings, to advise on matters of law and constitutional procedure.
5. To assist in identifying opportunities to generate fee income from planning advice and drafting provided to external clients.
6. To develop and maintain strong working relations with key clients and chairs of planning committees.
7. To work collaboratively with other Legal Practice officers on matters of mutual concern.
8. To carry out training for officers and members on planning law and constitutional matters.
9. To remain abreast of key legal developments relating to planning law and policy; and to comply with the Solicitors Regulation Authority's requirements for continuing competence.

- 
10. To adopt best practice in the management of individual matters through (i) appropriate use of the Legal Practice case management system; and (ii) full conformance with legal practice quality standards.

### **Corporate Accountabilities**

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Council’s purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council’s activities.
4. To understand and apply the council’s Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. To work within the Council’s Core Competencies Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

### **Core Competencies**

<b>Sharing the Vision - Shaping the Future</b>	<ul style="list-style-type: none"> <li>• Understands the Council’s purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
<b>Communicating Well</b>	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>
<b>Driving Improvement Performance and Results.</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>• Self-motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>

<b>Delivering for our Customers</b>	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

#### PERSON SPECIFICATION

##### QUALIFICATIONS

<b>Essential</b> <ul style="list-style-type: none"> <li>• Eligibility to obtain and hold a practising certificate in England and Wales.</li> <li>• Qualified Solicitor, Barrister, Legal Practitioner or Legal Executive.</li> </ul>	<b>Desirable</b>
--	------------------

##### TRAINING

<b>Essential</b> <ul style="list-style-type: none"> <li>• Willingness and aptitude to train and develop in the role under the supervision and guidance of more experienced lawyers.</li> <li>• Evidence of continuing professional competence (based on the SRA framework).</li> </ul>	<b>Desirable</b>
--	------------------

##### SKILLS & ABILITIES

<b>Essential</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills, with ability to write clear and concise reports, and to communicate effectively</li> </ul>	<b>Desirable</b>
---	------------------

<p>with members and officers in high pressure situations such as committees, hearings and panels.</p> <ul style="list-style-type: none"> <li>• Excellent negotiating and drafting skills</li> <li>• Ability to manage a substantial case load</li> <li>• Able to work under pressure, prioritising work to ensure deadlines and targets are met</li> <li>• Resilience when challenged or if called upon for immediate advice by officers or members</li> <li>• Diplomacy and tact in communications with members</li> <li>• A team player with the ability to develop and maintain good working relationships at all levels, in particular with key clients and other lawyers in the Legal Practice</li> <li>• Ability to provide legal advice in accordance with corporate policies and a local government setting</li> <li>• Initiative and willingness to take responsibility for own training and development.</li> <li>• Willingness to embrace and contribute to commercial objectives – by adopting efficiencies and/or income generating measures</li> <li>• Organised and systematic, especially with time recording and case management</li> <li>• Good IT and keyboard skills</li> </ul>	
---	--

**KNOWLEDGE**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of planning law (including planning policy and development management)</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of: <ul style="list-style-type: none"> <li>- <b>public law and its principles</b></li> <li>- corporate governance in local authorities</li> </ul> </li> </ul>
--	--

---

## EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of the above practice areas acquired pre- or post-qualification.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a local government setting</li></ul>

## PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"><li>• Prepared to work occasional late hours on urgent projects</li><li>• Willingness to attend evening committees, panels and hearings at both Lewes and Eastbourne councils.</li><li>• Willingness to attend both Lewes and Eastbourne council offices in accordance with client needs</li><li>• Willingness to work within the Councils' core competency framework</li></ul>	

***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***

---

# TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Lewes District Council.

## Duration

This is a permanent contract.

## Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band PO3-PO6 or PO7-PO10.

## Salary

The spinal column points (SCP) for the post are as follows:

PO3	SCP 29	£34,966	PO7	SCP 33	£39,229
PO4	SCP 30	£35,894	PO8	SCP 34	£40,258
PO5	SCP 31	£36,896	PO9	SCP 35	£41,321
PO6	SCP 32	£37,978	PO10	SCP 36	£42,373

## Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

## Place of Work

Your normal place of work will be from home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can support remote working and anticipate that, once induction and initial training is complete, presence in the office would be limited to monthly planning committee meetings, occasional team events and periodic performance reviews. The need for in person meetings with your supervisor or manager will depend on the level of training and support required.

## Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

---

## Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

## Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

## Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months be given by either side.

## Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2020 are:

Pay Range	Contribution
Up to £14,600	5.5%
£14,601 - £22,900	5.8%
£22,901 - £37,200	6.5%
£37,201 - £47,100	6.8%
£47,101 - £65,900	8.5%
£65,901 - £93,400	9.9%
£93,401 - £110,000	10.5%
£110,001 - £165,000	11.4%
More than £165,001	12.5%

---

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.8%