

LONDON BOROUGH OF TOWER HAMLETS

Job Description

JOB TITLE:	Senior Lawyer - Enforcement
GRADE:	L
POST NUMBER:	A200100304
DIRECTORATE:	Governance
SERVICE:	Legal
RESPONSIBLE TO:	Principal Lawyer – Enforcement
RESPONSIBLE FOR:	Junior staff as required
	DBS Basic check required This post is politically restricted
JOB SUMMARY:	<p>To be responsible to the Principal Lawyer – Enforcement for the provision of high quality complex legal advice and support to the Council and external clients for the service area which the team covers.</p> <p>To carry an extensive caseload of high profile, complex and sensitive matters providing the full range of Legal Services necessary in respect of the areas of work covered by the team.</p>
ROLE REQUIREMENTS:	
1.	To act as a senior lawyer in a team of Lawyers primarily responsible for enforcement and prosecutions including but not limited to crime and anti-social behaviour, environmental health, licensing, fraud, other regulatory, related advocacy, and to carry a varied, extensive and complex caseload as required dealing professionally, confidentially and sensitively with work arising within the Team ensuring that high quality legal services are delivered in a timely manner in accordance with any service level agreement and Lexcel Standards.
2.	To assist with the co-ordination of the day to day activities within the team ensuring all matters allocated are given the appropriate prioritisation and covering for others when required.
3.	To prepare timely legal comments for committee and other papers relevant to the work of the team and provide research

	and guidance as required.
4.	To assist in the development and implementation of the Council's Legal Services Team Plan and assist with cross-cutting reviews and project teams to cover projects and activities relevant to the community and strategic plans delivery.
5.	To research, draft and prepare legal proceedings, witness statements, Court and other legal documents appropriate to the work undertaken by the Team making effective use of IT systems and ensure the maintenance of precedent documents for the effective provisional routine and non-complex work carried out by others in the team
6.	To ensure appropriate advice is given in respect of the work of the team bearing in mind different local and national Government policy, legal precedent and advise where this is a conflict or impact to assist the Council in finding new solutions.
7.	To attend Court and Tribunals to present and defend cases as necessary
8.	To attend and advise statutory panels and boards as and when required.
9.	To determine the need for and use of external advice and/or representation at Court and Tribunals in order to properly meet the requirements of the Council and to, subject to appropriate budget authority instruct accordingly ensuring the team's budget is not exceeded.
10.	To ensure that all Court, Tribunal and other timetables are met, that professional standards are maintained at all times.
CORPORATE RESPONSIBILITIES	
11.	To assist the Principal Lawyer Enforcement in the overall operation and development of the team and training for other officers of the Council and Members.
12.	To represent Legal Services at Cabinet meetings, Committees, working parties, panels and other meetings with Officers and outside bodies as necessary.
13.	To ensure all decisions by officers and the Members are based on necessary delegated powers under the Constitution.
14.	To utilise and maintain systems relevant to the use of new technology
PEOPLE	

15.	To assist in the management of the effective use of human, financial and other resources in the team by operating within appropriate financial, management, quality and administrative systems to facilitate the efficient and cost effective operation of the Section.
16.	To supervise such staff as may be required by the Principal lawyer or Head of Litigation.
17.	To liaise with Directors, Departmental Service Heads and Senior Officers as necessary, involving liaising with Members and Central Government Officials.
FINANCE	
18.	To comply with the Council's Constitution procedure rules and financial regulations.
SERVICE	
19.	To provide innovative solutions, as necessary, to deal with complex issues of policy and strategy arising in connection with the work undertaken by the team.
20.	To ensure compliance with best management practice, to meet the standards of customer care and quality and to participate in the Council's performance monitoring systems and appropriate training to ensure the highest standards of the team.
PERFORMANCE	
21.	To ensure compliance with best management practice, to meet the standards of customer care and quality and to participate in the Council's performance monitoring systems and appropriate training to ensure the highest standards of the team.
22.	To assist in the collection of information for performance monitoring purposes and attend any relevant meetings to discuss performance.
23.	To assist with the implementation and monitoring of quality systems such as Lexcel and Investors in People. To participate in the achievement of the service level agreement with clients by developing and maintaining standards and objectives.

OTHER CONDITIONS:

To promote a positive image of Tower Hamlets and represent the Council and other local partners at local and national level, where required, attending and presenting at such conferences, seminars and working parties as may be required.

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification for the Post of Senior Lawyer - Enforcement		Essential (E) or Desirable (D)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<p>Good knowledge of relevant legislation and the legal and financial framework governing local government, its decision making processes and procedures.</p> <p>Good understanding of current issues and best practice on service delivery of legal services relevant to the service areas covered by the team.</p> <p>Knowledge of legal procedures and standards that apply to the post including Lexcel and Investors in People</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A,T,I</p> <p>A,T,I</p> <p>A,I</p>
Qualifications & Experience	<p>Solicitor, Barrister or Fellow of CILEX.</p> <p>Significant and demonstrable PQ experience in the relevant practice area.</p> <p>High level of advocacy skills.</p> <p>Demonstrable experience of managing, motivating and developing staff.</p> <p>Broad experience of advice and interpretation of legal issues in relation to job description.</p> <p>Must demonstrate high levels of analytical, verbal and numeric reasoning skills.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I,T</p> <p>A,I</p>
<p>Living the TOWER Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five TOWER Values</p>			
<p>We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets</p>	<p>Developing Networks Builds networks with key teams they work with, to ensure they achieve the best outcomes.</p>	<p>(E)</p>	<p>(A) (I)</p>

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We are OPEN and transparent	Communicating clearly Checks understanding they are understood by others and explains jargon where needed.	(E)	(A) (I)
We are WILLING to challenge, innovate and be accountable	Personal development Looks for ways to continuously improve and develop within role.	(E)	(A) (I)
We empower each other to be EXCELLENT and go the extra mile	Makes colleagues feel appreciated & valued Enlightens people when they have made a difference and shows appreciation through internal recognition schemes.	(E)	(I)
We RESPECT all communities, they are the heart of everything we do	Respecting Diversity & being inclusive Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.	(E)	(A) (I)
Additional Requirements	Willing to undertake evening and weekend work when required.	(E)	(A)