



## UTTLESFORD DISTRICT COUNCIL

### **Legal Services Manager / Deputy Monitoring Officer Salary Grade 12 - £54,930 rising to £58,226**

Uttlesford District is consistently identified as one of the best places to live in the UK. We're ideally located, with easy access to London and Cambridge and an international airport on our doorstep. And yet, the district still retains its rural character, alongside its market towns and villages.

We are at the start of a journey to build a modern agile Legal Team and are looking to appoint a Legal Services Manager. You will lead the legal service, identifying and implementing service improvements with a team of experienced lawyers (currently 4 with 2 more full time planning lawyers also to be recruited), DPO and land charges staff. As our Deputy Monitoring Officer, you will deputise for the Assistant Director Governance and Legal and Monitoring Officer. You will have a wide general knowledge of local government law and we are seeking in addition someone with a good level of experience in at least two of the following areas of law; Property, Contracts, Commercial, Housing, Licensing, Data Protection Law. In addition, be able to manage the legal service budget.

The role will be demanding yet varied and rewarding with plenty of opportunity for development.

If you are a qualified lawyer ready to take the next step in your career or a Deputy Monitoring Officer looking for a new challenge, we would like to hear from you.

Benefit package for the above post includes:

- Hybrid Working
- Paid holidays
- Contributory Local Government Pension Scheme
- Employee Assistance Programme
- Flexitime
- Volunteering opportunities
- Vine extras – Employee discount scheme

For an informal discussion, please contact Jane Reynolds Assistant Director of Governance and Legal and Monitoring Officer via email [JReynolds@uttlesford.gov.uk](mailto:JReynolds@uttlesford.gov.uk)

Please apply online via our recruitment link <https://www.uttlesford.gov.uk/jobs-careers>

Closing date for completed applications is Friday 26 August 2022.

It is intended that interviews will be held on Wednesday, 14 September 2022.

**CVs will not be accepted.**

Uttlesford District Council is an inclusive employer and we welcome applications from all. We are proud to be a Disability Confident employer and guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post.

# UTTLESFORD DISTRICT COUNCIL

## JOB DESCRIPTION

**Designation:** Legal Services Manager/Deputy MO

**Salary: Grade 12 £54,930 –  
£58,226**

**Directorate: Governance & Legal**

**Section:** Governance & Legal

**Reporting to:** AD Governance & Legal &  
Monitoring Officer

**Located:** London Road Saffron  
Walden; Walpole Meadows  
Stansted; Little Canfield Business  
Park OR such other place of  
employment in the service of  
Uttlesford District Council as  
required

**Responsible for:** Legal Services

## OVERALL PURPOSE OF JOB

1. To provide high quality responsive and cost-effective legal services to the Council. To manage the legal service to include the budget and providing supervision to the other staff in the team. To act as Deputy Monitoring Officer.

## KEY RESPONSIBILITIES

1. To act as lead lawyer to the Council in their specialist areas of law and to provide advice across the range of general Local Government Law.
2. To assist and advise other colleagues in the Governance and Legal Team for example, DPO, Elections, Audit and Democratic Services as required.
6. To prepare, present or participate in the production of reports to management team, working groups and Committees.
7. To maintain an up to date working knowledge of legislation and relevant law and best practice.
8. To provide day to day management and supervision of the legal services team. To include managing the legal services budget and to include reviewing and developing the service.
9. To act as Deputy Monitoring Officer.
10. To commission external legal provision on behalf of the council when required
11. The duties and responsibilities in this Job Description give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder

will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

## **OPERATING ENVIRONMENT**

The post holder will be expected to follow the Council policies and procedures and act in a flexible, co-operative, and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security.

## **PERSON SPECIFICATION/SELECTION CRITERIA**

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

### **1 Knowledge**

Knowledge of the following areas: -

- a) Wide range of knowledge in relation to General Local Government Law.
- b) More specialist knowledge in at least two other areas of law in the following fields litigation, property, contracts, commercial, employment, licensing, housing or Data Protection Law.

### **2 Skills**

- a) good drafting, advice giving and advocacy skills.
- b) Sound organisational skills and ability to prioritise conflicting workload demands.
- c) Ability to work independently and contribute effectively as part of a team.
- d) Ability to manage the service (to include budget management) and provide professional supervision to the lawyers in the team.
- e) Ability to Deputise for the MO.
- f) Well-developed communication skills and the ability to advise constructively at all levels of the Council and externally with appropriate persons and agencies.

### **3 Experience**

Experience of the following areas: -

General Local Government Law.

Demonstrable experience in two of the other relevant areas of law listed above

Providing advice and attendance to Council, Committees, Working Groups, Officers Senior Management and Members.

Experience of communicating highly complex and sensitive information with appropriate persons and agencies

Providing advice guidance and supervision to other lawyers.

Managing a team / service.

Managing a budget.

Experience of the Monitoring Officer or Deputy Monitoring Officer role and providing advice to Officers, Members, Committees in this capacity.

#### **4 Qualifications/Training**

- a) Qualified as a Solicitor or Barrister or FILEX.
- b) Up to date evidence of compliance with CPD.
- c) Practising Certificate

#### **5 Circumstances**

- a) The role is currently largely remote but applicants will need the ability to attend some daytime and evening Committees and travel throughout the district and to Courts and other appropriate offices elsewhere.

#### **Line Manager Core Accountabilities**

- Manage employees in working flexibly and collaboratively across structural boundaries as part of a project or process teams in support of key outcomes
- Manage the development of organisational capability through good people management, including the training, development, mentoring and coaching of team members
- Think creatively and constructively challenging to ensure continuous improvement
- Ensure the proper assessment, management and mitigation of risk, including Health and Safety and Business Continuity

#### **Safeguarding**

Uttlesford District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

**Role Requirement:** This role does require a DBS (CRB) check.

#### **Pre-employment Checks appropriate to this Job Profile**

Uttlesford District Council (UDC) is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

**Essential User:** Does not qualify as an Essential User

Effective date 02.03.2022

**VALUES AND BEHAVIOURS** - The postholder is expected to demonstrate the following:

<b>VALUE: ACHIEVING HIGH PERFORMANCE</b>	
<b>REQUIRED BEHAVIOURS</b>	
<b>ENTHUSIASTIC</b>	<ul style="list-style-type: none"> <li>Creates and maintains a positive work ethic while striving to get the job done</li> <li>Shows pride in what they do</li> </ul>
<b>SUPPORTIVE</b>	<ul style="list-style-type: none"> <li>Identifies where changes are needed and helps make them happen</li> <li>Learns from experience/mistakes</li> </ul>
<b>PROBLEM SOLVING</b>	<ul style="list-style-type: none"> <li>Adopts a proactive and positive approach to solving problems</li> <li>Produces innovative ideas, thinks 'outside of the box'</li> </ul>
<b>FLEXIBLE</b>	<ul style="list-style-type: none"> <li>Promotes and embraces change, is open to new ways of working</li> </ul>
<b>VALUE: RESPONDING TO CUSTOMER NEEDS</b>	
<b>REQUIRED BEHAVIOURS</b>	
<b>CUSTOMER FOCUSED</b>	<ul style="list-style-type: none"> <li>Open and honest in communication with internal and external customers; shows courtesy and respect</li> <li>Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements</li> <li>Conducts themselves in a professional manner, promoting the council's reputation</li> </ul>
<b>RESPONSIVE</b>	<ul style="list-style-type: none"> <li>Understands and responds to customer needs</li> <li>Actively seeks feedback to improve customer service</li> <li>Proactively works to progress new ways of working to improve customer service</li> </ul>
<b>VALUE: WORKING TOGETHER</b>	
<b>REQUIRED BEHAVIOURS</b>	
<b>VALUING OTHERS</b>	<ul style="list-style-type: none"> <li>Treats everyone fairly, with respect and dignity, responding sensitively to individuals</li> <li>Shows respect for the values, experience, contribution, or work of others</li> </ul>
<b>TEAM WORKING</b>	<ul style="list-style-type: none"> <li>Develops team working in service area and across the council and strives to maintain a high level of motivation</li> <li>Works across service areas to attain common goals</li> <li>Encourages others to input ideas and opinions and responds to good suggestions</li> </ul>
<b>OPEN/HONEST</b>	<ul style="list-style-type: none"> <li>Open and honest in communication, seeking and giving regular feedback</li> </ul>
<b>DEVELOPING OTHERS</b>	<ul style="list-style-type: none"> <li>Shares job knowledge and skill willingly with other employees to help them or assist in their development</li> </ul>
<b>RECOGNISING SUCCESS</b>	<ul style="list-style-type: none"> <li>Acknowledges success/achievements of others in the organisation</li> </ul>

**UTTLESFORD DISTRICT COUNCIL  
LEGAL SERVICES MANAGER / DEPUTY MONITORING OFFICER  
BASIC TERMS and CONDITIONS OF EMPLOYMENT**

<b>PRE-EMPLOYMENT MEDICAL</b>	Appointment is subject to a Pre-employment Medical Clearance								
<b>SALARY</b> Per annum	<p>Grade 12 Spinal column points:</p> <table style="margin-left: 40px;"> <tr><td>48</td><td>£54,930</td></tr> <tr><td>49</td><td>£56,028</td></tr> <tr><td>50</td><td>£57,126</td></tr> <tr><td>51</td><td>£58,226</td></tr> </table> <p>Salary is paid on the 23<sup>rd</sup> of the month by credit transfer directly into the bank or building society of your choice.</p> <p>Incremental progression within your pay band is effective subject to satisfactory performance as measured through our appraisal system and if your start date is such that you are still under probation on 1 April, you will not be eligible for an incremental rise until the following year.</p>	48	£54,930	49	£56,028	50	£57,126	51	£58,226
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<b>PENSION</b>	The Pension Scheme applicable to your employment is the Local Government Pension Scheme (LGPS) and all new employees who are contractually eligible for membership will be made a member of the main scheme. The pension contributions for your pay band is currently 8.5% (employee) and 20.2% (employer), this is deducted at source. You may opt out if you wish but you cannot before starting employment. You must obtain the opt-out form directly from the LGPS Administering Authority, Essex Pension Fund <a href="https://www.essexpensionfund.co.uk">https://www.essexpensionfund.co.uk</a>								
<b>ANNUAL LEAVE</b> Per annum	<p>Basic annual leave is 200 hours (proportionate for the current leave year) rising to 222 hours after 5 year's continuous local government service, plus 15 extra statutory hours leave; the timing of which is reviewed annually.</p> <p>All leave and statutory hours are proportionate to the current leave year</p>								
<b>HOURS</b>	37 hours a week								
<b>PROBATION</b>	There is a six months period of probation for all new employees								

**Please note: the details set out above are for information only and do not constitute an offer of employment.**