



UTTLESFORD DISTRICT COUNCIL

Lead Planning Lawyer Salary Grade 10 - £44,624 rising to £47,665

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 looking to appoint an experienced and confident specialist Lead Planning Lawyer for the Council. You will have experience in both contentious and non-contentious areas. The Legal Team is expanding so you will be joining us at an exciting time with plenty of opportunity for development. We are currently recruiting for two other new posts, and you will be working alongside the current established team, a new Legal Services Manager and another senior full time Planning Lawyer. You will have responsibility as Lead Planning Lawyer for an interesting and varied planning law caseload and for providing supervision as required to a second full time Planning Lawyer. Successful candidates need to demonstrate excellent written and verbal communication alongside first-rate organisational and time-management skills. A thorough knowledge of planning law and experience of dealing with a wide range of matters is necessary.

The role will be varied and exciting. Working with a fabulous team we offer great working conditions, with a high level of flexibility, a good work-life balance and the support and opportunity to achieve your potential.

If you are a qualified as a Solicitor or Barrister or FILEX 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

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, 21 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: Lead Planning Lawyer
to the Council

Salary: Grade 10 £44,624 - £47,665

Designation: Governance & Legal Services

Section: Legal

Reporting to: Assistant Director

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: For managing a second Planning lawyer and other lawyers at the
Legal Services Managers discretion.

OVERALL PURPOSE OF JOB

1. To provide high quality responsive and cost-effective legal services to the Council. To provide daily management and supervision to the planning lawyer in the team and to other members of the team at the Legal Services Managers discretion.

KEY RESPONSIBILITIES

1. To provide general local government law and planning law advice to the Council, Committees, Members, Working Groups, Management Team and Officers in respect of all services.
2. To assist and advice other colleagues in the Governance and Legal Team for example, DPO, Elections, Audit and Democratic Services as required.
3. To act as a lead specialist lawyer for the Council in planning law matters.
4. To advise on planning enforcement matters and appeals where Counsel is not instructed. To instruct Counsel as required.
5. To provide attendance and advice at Planning Committees and member briefings.
6. To prepare planning enforcement and other statutory notices.
7. To negotiate and draft Section 106 Agreements.
8. To prepare, present or participate in the production of reports to working groups and Committees.

9. To maintain an up to date working knowledge of legislation and relevant law and best practice.
10. To manage the budget for the Councils planning lawyers in conjunction with Planning and Legal Services, to include close monitoring and reporting on income generation and any external outsourcing.
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) General Local Government Law.
- b) Planning appeals
- c) Planning Enforcement
- c) Planning Agreements

2 Skills

- a) Good drafting, advice giving and advocacy skills across a range of mediums to include Committees, members, senior officers and at Hearings / in Court.
- 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 and supervise other lawyers.
- e) 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: -

- a) General Local Government Law
- b) Planning Law
- c) Planning Agreements
- d) Planning Appeals
- e) Planning Enforcement
- f) Providing advice and attendance to Planning Committee, Working Groups, Officers, and Members.
- g) of managing and supervising other lawyers.
- h) of managing a budget and income generation.

4 Qualifications/Training

- a) Qualified as a Solicitor or Barrister or FILEX.

5 Circumstances

- a) Ability to attend daytime Planning Committee and some evening Council meetings 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 1.1.00/ Date last reviewed: July 2022

Date reviewed 23.6.2022

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

VALUE: ACHIEVING HIGH PERFORMANCE	
REQUIRED BEHAVIOURS	
ENTHUSIASTIC	• Creates and maintains a positive work ethic while striving to get the job done
	• Shows pride in what they do
SUPPORTIVE	• Identifies where changes are needed and helps make them happen
	• Learns from experience/mistakes
PROBLEM SOLVING	• Adopts a proactive and positive approach to solving problems
	• Produces innovative ideas, thinks 'outside of the box'
FLEXIBLE	• Promotes and embraces change, is open to new ways of working
VALUE: RESPONDING TO CUSTOMER NEEDS	
REQUIRED BEHAVIOURS	
CUSTOMER FOCUSED	• Open and honest in communication with internal and external customers; shows courtesy and respect
	• Demonstrates required behaviours to meet all Customer Charter promises above and beyond specified requirements
	• Conducts themselves in a professional manner, promoting the council's reputation
RESPONSIVE	• Understands and responds to customer needs
	• Actively seeks feedback to improve customer service
	• Proactively works to progress new ways of working to improve customer service
VALUE: WORKING TOGETHER	
REQUIRED BEHAVIOURS	
VALUING OTHERS	• Treats everyone fairly, with respect and dignity, responding sensitively to individuals
	• Shows respect for the values, experience, contribution, or work of others
TEAM WORKING	• Develops team working in service area and across the council and strives to maintain a high level of motivation
	• Works across service areas to attain common goals
	• Encourages others to input ideas and opinions and responds to good suggestions
OPEN/HONEST	• Open and honest in communication, seeking and giving regular feedback
DEVELOPING OTHERS	• Shares job knowledge and skill willingly with other employees to help them or assist in their development
RECOGNISING SUCCESS	• Acknowledges success/achievements of others in the organisation

**UTTLESFORD DISTRICT COUNCIL
LEAD PLANNING LAWYER
BASIC TERMS and CONDITIONS OF EMPLOYMENT**

PRE-EMPLOYMENT MEDICAL	Appointment is subject to a Pre-employment Medical Clearance								
SALARY Per annum	<p>Grade 10 Spinal column points:</p> <table style="margin-left: 40px;"> <tr><td>40</td><td>£44,624</td></tr> <tr><td>41</td><td>£45,648</td></tr> <tr><td>42</td><td>£46,662</td></tr> <tr><td>43</td><td>£47,665</td></tr> </table> <p>Salary is paid on the 23rd 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>	40	£44,624	41	£45,648	42	£46,662	43	£47,665
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PENSION	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 6.8% (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 https://www.essexpensionfund.co.uk								
ANNUAL LEAVE Per annum	<p>Basic annual leave is 185 hours (proportionate for the current leave year) rising to 200 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>								
HOURS	37 hours a week								
PROBATION	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.