

Hertfordshire County Council Job Outline



JOB TITLE:	Environment Lawyer
GRADE:	M2
REPORTS TO:	Principal Lawyer – Environment
TEAM:	Legal Services
DEPARTMENT:	Resources

Purpose of the Job

To provide high quality legal advice to the Environment & Infrastructure Department and to draft appropriate documentation, particularly Highways and Planning Agreements.

Main Areas of Responsibility

- To provide legal advice and assistance to the Environment & Infrastructure Department, including drafting planning and highways agreements and advising on highways, rights of way and planning law,
- To ensure that the decisions made by the Environment & Infrastructure Department are within legal boundaries; achieve their aims and objectives and accord with Council policy.
- To represent the Council at inquiries, hearings, tribunals, courts, panels etc. including preparation of the case to ensure as far as possible that where instructing Departments make decisions these are upheld when tested.
- To investigate and advise on the implications of changing legislation, case law, codes of practice and policy.
- To maintain an awareness of all relevant legislation, policy and regulations.
- To carry out such other work as may be allocated from time to time by the Principal Lawyer (Environment) or by the Assistant Chief Legal Officer (Environment & Dispute Resolution)

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- A recognised legal qualification as a Solicitor, Barrister or Chartered Legal Executive.
- Experience of drafting and negotiating agreements that accord with clients' instructions and which protect the interests of the Council.
- Experience in providing accurate, comprehensive and timely legal advice which meets clients' needs
- Excellent communication skills, both oral and written, at all levels within the organisation and with third parties. In particular the ability to communicate legal advice clearly and concisely
- Ability to manage a varied and demanding caseload
- Legal research skills
- Ability to work effectively with colleagues, client officers and Members and to inspire their trust and confidence

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).