**Manchester City Council**

**Role Profile**

**Legal Officer Grade 6**

**Reports to: Principal Lawyer (Litigation)**

**Key Role Descriptors:**

The role holder will act as a key member of the team in the provision of an efficient and high-quality legal advice and representation for Manchester and Salford City Council’s and external clients working within a specific area of law.

The role holder will effectively contribute to the strategic objectives and priorities of the Service through the provision of efficient and effective advice and support.

The role holder will have a personal caseload of legal work relevant to a specific area of law and will provide support to other members of the Team and the wider Group.

**Key Role Accountabilities:**

To effectively provide, the following:

The provision of advice to clients on relevant legal issues through knowledge of policies, practices and procedures and ensure the effective management and maintenance of less complex debt recovery cases and claims work, in compliance with specific quality assurance requirements

Research law and Procedure:

To effectively comply with the Legal Services’ Manual of Practice Management Standards and Procedures.

To provide timely and effective assistance and support with the other work of the Team, Section or the Group as required and to effectively contribute to and assume a shared responsibility for the effective running and efficiency of the Team, the Section and the Group.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Specific Role Accountabilities:**

The role holder will represent the Council, at meetings with clients and lawyers in respect of a wide range of less complex matters.

The role holder will proactively and effectively undertake and manage a varied personal caseload with supervision, where appropriate. To Investigate cases and take instructions from clients

To observe Pre-action Protocols where appropriate

To Undertake enforcement procedures.

To time record and manage cases on the Case Management System operate and other corporate systems.

To undertake other unique matters as and when allocated arising from the work of the wider People, Place and Regulation Group.

To provide the Principal lawyers with assistance with more complex cases

To assist with all steps with appropriate supervision to take cases to Trial if, necessary

**Legal Officer Grade 6 – Key Competencies and Technical Requirements**

# Our Manchester Behaviours

* **We are proud and passionate about Manchester**
* **We take time to listen and understand**
* **We ‘own it’ and we’re not afraid to try new things**
* **We work together and trust each other**
* **We show that we value our differences and treat people fairly.**

# Generic Skills

**Communication skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising.

**Analytical Skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken.

**Planning and Organising:** Demonstrates the ability to organise multiple tasks in the most effective way and allocate time and energy according to task complexity and priority and be logical in thinking and explain reasoning behind decisions or actions taken.

**Problem Solving and Decision Making:** Is able to make effective decisions on a day to day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary.

**Creative Skills:** Ability tothink creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.

**ICT Skills:** Ability to use multiple applications, systems and associated software packages.

**Administrative skills:** Ability to arrange and service complex meetings, preparing information, taking detailed notes and producing minutes from a wide range of meetings.

**Research and intelligence:** Demonstrate the ability to analyse, organise and present research material in an appropriate format

**Financial Management:** Numeracy and accuracy skills to collate information and keep accurate and reliable records to assist with the monitoring and reviewing of financial resources and monitoring procedures

# Technical requirements (Role Specific)

* Must have the ILEX Level 3 Professional Diploma in Law and Practice or equivalent legal qualification.
* Working knowledge of, and ability to effectively apply, the practice and procedures involved in conducting civil litigation matters.