**Manchester City Council**

**Role Profile**

**Senior Legal Officer, Grade 7**

**Legal Services, Corporate Core**

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

**Key Role Descriptors:**

The role holder will promote the provision of a comprehensive legal service to Manchester and Salford City Councils and external clients working within a specific area of law.

The role holder will provide effective advice on complex and sensitive legal issues in a constructive and positive manner.

The role holder will have a personal caseload of legal work relevant to a specific area of law.

**Key Role Accountabilities:**

Provide advice to clients on relevant legal issues through knowledge of policies, practices and procedures, and ensure the effective management and maintenance of case files, in compliance with specific quality assurance requirements.

Negotiate and draft legal documentation, including briefs/instructions to counsel.

Research law and procedure to a high professional standard and keep abreast of legal developments.

Assist and co-operate with other members of the team and other officers within Legal Services and provide cover as required. Comply with the Legal Services’ Manual of Practice Management Standards and Procedures.

Undertake such other legal duties commensurate with grade as are assigned to the post holder by the City Solicitor or the Head of Legal Services, demonstrating political sensitivity at all times.

Assist with the other work of the group as required and contribute to and assume a shared responsibility for the effective running and efficiency of the team

Able to effectively influence a range of stakeholders in order to achieve beneficial outcomes for the shared legal service.

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.

**Role Portfolio:**

In this role you will be required to manage a significant personal caseload with minimum supervision relating to complex and high value debts , commercial rent and litigious property matters, possession proceedings and recovery of land together with some commercial lease work under the Landlord and Tenant Act 1954 and other legal work undertaken within the team.  This will include inter alia:

* taking instructions from clients;
* drafting legal documentation;
* issuing Part 7 and Part 8 proceedings in the county court
* act as a legal adviser to Council departments, providing high level, high quality legal advice on debt and related matters;
* creating and maintaining spreadsheets of relevant debt recovery data

File management includes: to liaise with and seek to secure full instructions

from clients. Assess legal liability, including the provision of legal advice during

the course of a case. Take all necessary steps to issue and bring to resolution

court proceedings and to observe all Court case directions

where appropriate. Obtain witness statements and expert reports as necessary.

Negotiate settlements with opposing solicitors and/or litigants in person.

Provide briefs and Instructions for Counsel, where necessary. Issue

interlocutory applications and attend case management discussions, pre hearing

reviews and full hearings before the County Court. Take all necessary steps

to prepare for Trial, including briefing and attending Trials with Counsel.

When required by a manager, to act as a “mentor” to a designated trainee.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role.  If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Senior Legal Officer– 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**

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**Generic Skills**

* **Communication:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
* **Analytical:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Planning and organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Problem Solving and Decision Making:** Strong decision making skills with the ability to resolve complex issuesin a pressurised environment.
* **Strategic Thinking:** Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders
* **Research and Intelligence:** Ability to conduct research using a variety of techniques, in order to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation

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**Technical requirements (Role Specific)**

* A Chartered Legal Executive or an equivalent legal qualification
* Recent and relevant experience of dealing with civil litigation matters and specifically adult social care debts
* Detailed working knowledge of, and ability to effectively apply, the practice and procedures involved in conducting complex civil litigation matters.