

**Manchester City Council
Role Profile**

**Senior Lawyer, Grade 10
Legal Services, Chief Executives Directorate
Reports to: Principal Lawyer
Job Family: Corporate Organisational Support**

Key Role Descriptors

This role is based within a support service in Manchester City Council which provides specialist support to Heads of Service and the wider organisation. It also provides services to Salford City Council, Rochdale Borough Council, GMCA and other public sector bodies.

Working within a support service or Centre of Excellence, the role holder will ensure the provision of high-quality legal support to enable the delivery of service and organisational objectives, delivering, managing or commissioning specific projects as required.

As a subject matter specialist, the role holder will oversee the collaborative design, development and implementation of strategies and frameworks which enable the operation of effective services and support their contribution to the achievement of strategic and operational objectives.

The role holder will manage key relationships, acting as a commissioner for the delivery of support and services, and work in partnership across the Manchester City Council, Salford City Council and Rochdale Borough Council, GMCA and other public sector bodies to deliver effective and efficient support to policy and decision making.

The role holder will be directly accountable for the delivery of packages of work which are likely to be high profile, complex and sensitive.

Key Role Accountabilities:

Through close working relationships with stakeholders, support the development of effective business processes, policies and strategies by taking a lead for their area of work.

Work collaboratively across Manchester City Council, Salford City Council, Rochdale Borough Council, GMCA and other public sector bodies to provide specialist legal advice, information, support and challenge to client services which supports and promotes their priorities as well as safeguarding the organisations and progressing corporate objectives.

Provide specialist legal advice and guidance to colleagues across the organisations, accounting for factors and elements beyond their direct control and area of specialism to support a whole council approach to decision making.

Drive the effective delivery of work packages to ensure service objectives are achieved, to support the effective decision making processes of Manchester City Council, Salford City Council and where appropriate Rochdale Borough Council, GMCA and other public sector bodies and to enable them to meet their legal obligations and strategic objectives.

Ensure that the organisational direction of travel and agreed policies / procedures are embedded within work delivered across the assigned service area, including consideration of Public Service Reform principles.

Use robust and effective analysis of information to inform strategic objectives in relation to the assigned service area, ensuring that advice to client services is in line with current legislation and organisational direction.

Play a key role in the review and development of organisational strategies, ensuring that key performance indicators are met. Provide effective operational and strategic support to the authority's corporate approach to external regulatory / inspection and internal governance processes.

Effectively commission work packages both within their service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision making processes of the organisation.

A strong and clear advocate for the organisation's *m people* approach.

The role holder will be expected to effectively co-ordinate resources to support the principals of 'joined up' communication and to ensure efficiencies are achieved.

Demonstrate 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.

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

Role Portfolio:

The main purpose of the job is to provide a comprehensive legal service to the City Council and external Clients.

Legal Services comprises 4 Groups:

The Children and Families Legal Group provides legal advice and representation on all legal issues relating to the safeguarding and protection of children. The Group combines its role providing legal advice on multi agency safeguarding arrangements with a strategic lead for children's services. It also provides specialist legal advice on any third-party disclosure of social care (children's and adults) and education records

The People Place and Regulation Group provides legal advice and representation on Adult Social Care and Education issues; Employment law; Housing (including anti-social behaviour, housing disrepair and homelessness issues); general litigation including claims and civil recovery; and the wide spectrum of local authority licensing, prosecution and regulatory law.

The Regeneration Group is made up of four teams; Property, Planning, Commercial and Construction who provide legal advice in relation to major regeneration and strategic projects, commercial, corporate, procurement, subsidy matters, a wide variety of transactional and complex property related matters and advice on all aspects of planning, highways and compulsory purchase law.

The Governance Group's Democratic Services Legal Team provides legal advice in relation to local government law, constitutional matters and decision making, and information governance including data protection, freedom of information, the Environmental Information Regulations and RIPA. It also advises on elections law, as well as on Members' Standards matters including complaints alleging breaches of the Council's Code of Conduct for Members.

Main duties & responsibilities include:

- (1) Undertake a range of skills expected of an experienced lawyer within a defined area of legal practice including knowledge and understanding of local government law, provision of advice and assistance to clients, analysis and problem-solving, working in a team, drafting a range of legal documents and, where required by a role in a particular team, conduct of advocacy and provision of training to clients.
- (2) Where required, assist senior managers in the management of the team handling a wide range of work within a specific area of law and practice and support allocating work in the team to attain optimum development and performance.
- (2) Legal lead/subject matter expert within a defined areas of legal practice with direct responsibility for a personal caseload of complex, high value and at times politically sensitive matters and initiatives achieving timely and successful delivery and outcomes.

- (3) Using initiative and creativity to find effective and positive solutions to complex legal matters and research law and procedure to a high professional standard to provide accurate, focussed and relevant legal and professional advice to clients including officers, elected members and external clients
- (4) To build and maintain excellent client relationships at service level and ensure regular client meetings and reports and advice are provided as necessary. This will include agreeing and maintaining performance and contributing legal comment to formal and other reports.
- (5) Motivate and constantly improve service delivery and maintain high standards of performance through personal example, open commitment and clear action and by using experience and knowledge to help develop other members of the team.
- (6) Actively contribute to the strategic objectives and professional development of the service and have a proactive and positive manner.
- (7) Demonstrate political sensitivity at all times.

Key Behaviours, Skills 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 - Speaks and writes fluently, expresses opinions, information and key points of an argument clearly, writes and delivers presentations and where required, undertakes public speaking with skill and confidence.

Analytical Skills - Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.

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 - Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature. Knowledge of when to identify issues and potential difficulties to the client and raise with managers for escalation and support as required.

Creative Skills - Ability to find creative solutions where there are no existing parameters or procedural framework.

Strategic Thinking - Ability to identify and prioritise objectives that are consistent with the strategic vision of the organisation.

People Management - Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community

Technical Requirements (Role Specific)

Qualified solicitor, barrister, Chartered Lawyer or Fellow of the Institute of Legal Executives holding a current practising certificate.

Within Groups, Chartered Lawyers or Fellows may need to hold such regulatory practice rights in accordance with the business needs of the Group

Relevant experience and expertise of dealing with a broad range of complex, highly value and sensitive cases relating to the group's specific area of law

