

(National Agreement)



working together

### JOB DESCRIPTION

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**Post Title:** Senior Lawyer (Planning)

**Scale:** Band K (SCP 36 – 40)

**Post No:** LAG102

**Service:** Law and Governance

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**Responsible to:** Legal Services Manager

**Responsible for:** Lawyers, Senior Legal Officers and Trainees jointly with other Principal/Senior Lawyer posts (or such other officers as allocated by the Legal Services Manager)

**Key Relationships:** Legal Services Manager and other Council legal officers. Elected members and officers at all levels of the Council and Cannock Chase District Council, external organisations, external lawyers and members of the public.

<p><b>Job Purpose:</b> The provision of effective professional legal services to the Council, its members and officers and to provide the same to Cannock Chase District Council under shared services arrangements. To act as a key legal advisor on complex legal issues. To assist the Legal Services Manager in leading and improving the Legal Services Unit.</p>
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## **Main Duties and Responsibilities:**

1. To assist the Legal Services Manager in the operational management of the Legal Services Unit and deputise in their absence.
2. Lead, manage, improve and develop service delivery across the Legal Services Unit.
3. To work in collaboration with the Legal Services Manager and other Principal/Senior Lawyer(s) to ensure that work across all legal areas are joined up appropriately and are aligned to the achievement of the Legal Services Delivery Plan.
4. To participate in the production of regular detailed and quality management information relating to performance management and to take such action as appropriate.
5. To supervise, monitor and allocate work appropriately across the Legal Services Unit, to achieve maximum results within the targets set for performance management and within the Legal Services Delivery Plan.
6. To carry out employee reviews of such officers as are allocated by the Legal Services Manager.
7. To provide legal advice and services to the Council, its members and officers. This includes advice and services of a highly complex or sensitive nature and may be across the whole range of Council functions, but with a particular focus on town and country planning.
8. To maintain a high level of technical legal knowledge across the whole range of Council functions, for the purpose of the post holder's own caseload and for the purpose of supervising the work of others in the Legal Services Unit. The post holder will be a key officer for resolving technical legal issues.
9. To be part of the corporate pool of legal officers able to provide general advice to members and senior officers on local government law and constitutional issues.
10. To negotiate and complete agreements and documents of a complex nature.
11. To attend meetings of the Council, its Committees and the Cabinet when required, and to give professional and accurate advice in these forums whenever it is appropriate to do so.
12. To prepare any necessary reports to Council, Cabinet and Committees in a clear and comprehensible manner.
13. To instruct counsel on behalf of the Head of Law and Governance in circumstances where it is in the best interests of the Council to do so.
14. To monitor income from s.106 agreements, (as well as income from the Saltings, garages and other licences)
15. To take professional responsibility for advice and services provided, working on own initiative with minimal supervision from the Legal Services Manager.

16. To participate in delivering training in legal issues to members and officers of the Council.

Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010.

Postholders must comply with the Council's Equal Opportunities and Health and Safety Policies.

For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace.

For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the Employee Review process.

For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

### **Safeguarding and Prevention Duties**

The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.

Employees are expected to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold.

### **Special Conditions**

Some out of hours working will be required.

## General

- 1 The above duties do not include or define all tasks which the postholder may be required to carry out.
- 2 To be responsible for health, safety and welfare of the staff under your control.
- 3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.
- 4 To be responsible for the health, safety and welfare of yourself and employees you are working with.
- 5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.
- 6 The above duties may involve having access to information of a confidential nature which may be covered by legislation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.
- 7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council's Risk Management Strategy.

The above Job Description is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This Job Description will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.

**AGREED BY  
POSTHOLDER:**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**AGREED BY  
LINE MANAGER:**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

**HEAD OF HUMAN RESOURCES:**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_