



Post Title: Senior Legal Officer (maternity cover part-time)

Post Number: tbc

Grade: Scale 5

Location: City Offices and any other office of the City Council as may be required.

Accountable To: Principal Legal Officer

Main Purpose of Job: To assist the solicitors and other staff in the Division in the provision of general legal advice and assistance to all divisions of the Council in respect of its various functions.

Principal Duties and Responsibilities:

Undertaking conveyancing work.

Determining Certificates of Lawfulness for proposed and existing developments

Preparation, issue of proceedings and appearing in the County Courts in relation to the recovery of property due to the Council including Council House possession and nuisance cases

Preparing and issuing injunctions and anti-social behaviour orders in the County and Magistrates Court

Preparing and issuing statutory notices and orders and other forms of legal agreement.

Supporting the staff of the Legal Division, for example by undertaking such research or clerical duties as may be directed.

To maintain good working relationships with other members of the Division and with Councillors, managers and divisions of the Council

Undertaking such other tasks within the level of responsibility for the post as may from time to time be assigned by the Principal Legal Officer.

Qualifications & Experience – ILEX Associate level, law degree or similar by examination or substantial legal office experience.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....

JOB TITLE **Senior Legal Officer**
POST NUMBER: 000010

DIVISION: **Legal Services**
DATE: 2017

Requirements		Weighting	Assessment Method
Knowledge/ Skills	Basic understanding of the role of a local authority and knowledge of the functions of a district council	2	A/I
	knowledge of local government law	2	A/I
	Knowledge of Planning and/or Housing Law	2	A/I
	Ability to interpret information and instructions	3	A/I
	Excellent interpersonal skills	3	A/I
	Excellent written and oral communication skills	3	A/I/T
	Confidence to undertake advocacy	2	A/I
	Ability to take a pragmatic, positive and co-operative approach to dealing with officers and members of the Council	2	A/I
	Good IT skills. Able to use email, type own letters and documents and carry out on-line legal research	3	A/I/T
Experience	Previous employment or work experience in a legal practice	2	A/I
Personal Qualities	Ability to work well within a team, both within the department, and with officers from other departments.	3	A/I
	Ability to work well under pressure and meet deadlines	3	A/I
	Ability to effectively manage own workload under supervision	3	A/I
	Flexible to changing demands and organized with an ability to prioritise a varied workload	3	A/I
Specific Job Requirements	Willingness to learn and undertake new and different tasks.	3	A/I
	Demonstrates a well thought out interest in pursuing a legal career in local government	2	A
Qualifications	Minimum 4 GCSE passes or equivalent (including Maths and English Language)	3	A
	Illex - Associate level, law degree or similar by examination or substantial legal office experience.	2	A

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job