

London Borough of Newham

Supporting Public Services

Senior Lawyer (Private Sector Housing), Legal Services

Grade PO6

Accountable to:	Head of Law for Enforcement & Litigation
Accountable for:	Legal Services
Job Purpose:	- To support the Head of Law in the provision of strategic, high level legal advice and professional support to the Councils, Members and Officers, and support the provision of legal solutions in Private Sector Housing enforcement (such as Criminal Prosecutions and Appeals in the First Tier Property Tribunal, Debt Recovery of Civil Penalties) across the relevant departments (such as the Private Sector Housing and Homelessness team) and also related areas (such as housing Freedom of Information requests with the GDPR team) to enable the Councils to progress with corporate goals. Review and sign off authorisations to institute legal proceedings in accordance with the Code of Prosecutors. Assess and review appeals lodged in the First Tier Property Tribunal and also any claims for Judicial Review in the High Court etc. - To lead and if necessary manage any junior members of staff such as legal officers in a shared back office support service. - To support the Head of Law in meeting the strategic aims of the Private Sector Housing and the Homelessness Prevention Advice Service (HPAS). - To build positive relationships with Private Sector Housing and Homelessness department in the role as relationship manager, and developing and marketing new and innovative solutions. - To support the Head of Law in developing ways of maximising and improving income generation through recovery of civil penalties and identifying savings for Private Sector Housing.
Specific Responsibilities	To have personal responsibility for a caseload of complex matters, and act as subject expert, including providing professional support with minimal

	need for supervision or external assistance. 2. To support the Head of Law in undertaking or supervision of all matters designated as high risk within Private Sector Housing. 3. To pick up priority casework during peak times or where additional resources are required to meet demand. 4. To support complex strategic projects within Private Sector Housing assisting to ensure that an innovative and commercial solutions focus is adopted across projects. 5. To support the Head of Law in ensuring that the Councils, clients, and members are kept abreast of the law as necessary, and to determine the effect of new legislation, advising on developments as necessary. 6. To carry out advocacy as and when necessary on own caseload, and not to instruct external support except in accordance with agreed procedures. 7. To attend meetings of the Councils as and when required to provide legal and governance advice within Private Sector Housing work. 8. To produce or comment upon reports for various Council meetings or decision making processes. 9. To work some evenings, weekends and occasional public holidays in order to meet the service requirements of customers and in order to ensure appropriate representation of the Councils with residents, elected members, and external bodies. 10. Ensure that the partner Councils are provided with the best legal advice, that legal services are effectively managed and that legal advice is appropriate to ensure propriety of decision making. 11. Other duties – the job description indicates the main areas of activity for this post. From time to time other tasks/duties maybe required which are commensurate with the general area of responsibility and grade of the post.
One Source Corporate Critical Success Factors	• Provision and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money • Anticipates different customer needs – delivering a customer focused shared service which is a cultural ‘fit’, is flexible and proactive in approach • Delivers a resilient business, which continuously improves and innovates with healthy revenue streams • Operates an ethos of joint working and operates across the board regardless of location • Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this • Delivers a flexible and scalable platform to innovate, enhance market knowledge and continuously improve

	• Invests in people and skills to deliver a sustainable business • Provides a transactional service that is multi-channelled, face to face, local and nationwide
General	London Borough of Newham is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Person Specification

Able to demonstrate and evidence a highly developed Competence in:	• People management including, motivation, performance and capability • Leadership in the provision of functions within the Shared Service • Service improvement, maximising efficiency and new delivery models for the functions within the shared service • Managing and delivering transformational change in Legal Services
Able to demonstrate and evidence Knowledge and experience in:	• An understanding of the workings of local government and the challenges being set by the new local government agenda along with the financial, legal and political context of local government. • The ability to contribute towards setting the strategic direction of Legal Services, supporting the senior management team to develop the overarching strategy for the service and the necessary supporting plans for delivery, with and through partners. • Knowledge of local government powers and duties and at least one of the following areas of law – Criminal law and regulatory matters, ideally experience in Private Sector Housing Enforcement (such as Criminal Prosecutions and Appeals in the First Tier Property Tribunal, Debt Recovery of Civil Penalties). Candidates with strong housing litigation experience with an aptitude for this area of work may also be considered. • A qualified solicitor, or barrister or legal executive holding a practising certificate with authorisation to conduct litigation.
Behaviours and personal qualities	• A strong manager with the ability to balance competing priorities and deliver within tight timescales. • A corporate team player, highly motivated and resilient. • A decision maker who listens to, and takes cognisance of, the views of others along with a high degree of integrity and probity. • Skilled communicator with the ability to communicate orally and in writing to a diverse range of audiences. • Ability to influence and negotiate effectively along with the ability to lead,

	motivate, inspire confidence and enthusiasm.
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