

Employing council



Job Title	Principal Governance Lawyer
Grade	Grade SMRa (Newham)
Location	The post holder must be flexible and work across council sites

Accountable to	The post holder reports to the Deputy Director for Legal Services with a “dotted line” reporting line to the Director, Legal & Governance for matters relating to the area of specialism
Accountable for:	Legal Services & Governance
Job Purpose:	<ol style="list-style-type: none"> 1 To support the Monitoring Officers of Newham and Havering in the provision of all aspects of local government law and governance. 2 To act as Deputy Monitoring Officer in Newham and Havering providing advice directly to the Leader/Mayor, Cabinet, members, Chief Executives and senior management teams. 3 To provide strategic, high level legal and lead on legal solutions in local government law, public law, information law (including Investigatory Powers) and governance and related areas to enable the Councils to progress with corporate goals. 4 To work with the statutory officers and members in Newham and Havering to improve the governance of each authority. 5 To lead and manage a team in a shared back office support service. The team will include lawyers, legal officers and support staff, and the Team Leader will be responsible for the delivery of a portfolio of high quality, solution focused legal work in local government law, public law, information law (including Investigatory Powers) and governance and related areas across multiple sites, to customers in different organisations. 6 To participate in the strategic management of the Legal Services department. 7 To take the lead in negotiations with clients over the level and type of services provided to them, acting as a client relationship manager, developing and marketing new and innovative solutions. 8 Devise ways of maximising and improving income generation, identifying savings, and monitoring and reporting to the Legal Services Management Team on achievements against costs and efficiency targets.

<p>Specific Responsibilities</p>	<ol style="list-style-type: none"> 9 To take ownership and drive the delivery of a portfolio of activities and provision within Legal Services functions, working across both Councils as appropriate, and with any new customers from other councils or organisations. 10 To supervise all matters designated as high risk within the team, and to act as a subject expert and have personal responsibility for a caseload of highly complex matters with minimum need for supervision or external assistance. In addition, the Team Leader will be responsible for picking up casework arising in their respective teams during peak times or where additional resources are required to meet demand. 11 Lead and project manage complex strategic projects across multi-functional teams. Ensuring an innovative and commercial solution focus is adopted across projects. 12 To take responsibility for 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 13 To have overall responsibility for a team of lawyers and support staff, of up to 30 people, working across legal disciplines and working over multiple sites 14 To attend meetings of the Councils as required to provide legal and governance advice. 15 To produce or comment upon reports for various Council meetings or decision making processes. 16 To work 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. 17 To ensure that their own team remains within allocated budget and financial resources allocated as part of the overall Legal Services budget 18 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. 19 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.
<p>General</p>	<p>One Source 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.</p> <p>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</p>

Newham/Bexley - Person Specification
(Not applicable to Havering posts)

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

	Criteria	Method of assessment
Able to demonstrate and evidence a highly developed Competence in:	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	Application /Interview/Test
	To successfully manage and develop lawyers and non-lawyers to deliver their full potential.	Application /Interview/Test
	To work with statutory officers, officers and members to improve the corporate governance and probity of the authorities	Interview/Test
	Highly developed interpersonal skills including negotiation and influencing skills with a wide range of clients and partners	Interview/Test
	The ability to inspire confidence and trust in others.	Application /Interview/Test
	Excellent oral and written communication skills and the ability to present complex arguments and ideas to diverse audiences both professional and non-professional.	Interview/Test
	Ability to analyse, use and present complex data in a clear and informative way.	Interview/Test
	A strategic thinker and doer in respect of the delivery of legal services and the priorities of the partner councils supported by oneSource shared services	Application /Interview/Test
	A team player at team and corporate level	Interview/Test
	To effectively contribute to the strategic direction of Legal Services, the oneSource shared service and the partners Councils as a whole.	Interview / test
	An effective problem solver	Interview / test
	An understanding of risk and risk management in the provision of legal advice	Interview / test

Able to demonstrate and evidence Knowledge and experience in	A clear understanding of local government and public law as it impacts on local authorities	Application/Interview/Test
	knowledge of one or more of the additional areas of law covered by this post	Application/Interview/Test
	An understanding of the local government or public sector environment as it impacts on the provision of legal services.	Interview/Test
	A clear understanding of client care in a legal service and its importance in service delivery.	Application/Interview/Test
	A clear understanding of probity issues as they affect councillors and employees in a local authority or public sector environment	Interview/Test
	Expert knowledge of the law relating local government powers and duties including member conduct, judicial review, elections and constitutional matters	Application/Interview/Test
	Knowledge of one or more of the following areas of law: a. Information law / Investigatory and surveillance powers b. Electoral law	Application/Interview/Test
	Advising senior officers and elected members on a regular basis	Application/Interview/Test
	Effective management of lawyers to deliver a high quality professional service which meets the needs of clients.	Application/Interview/Test
	Provision of high quality and proactive legal advice and representation at a senior level	Interview/Test
	Successfully delivering an effective performance management culture	Interview/Test
	Successful building and sustaining productive relationships at a senior level with clients, and colleagues.	Interview/Test
	Working on multi-disciplinary projects or initiatives to achieve corporate outcomes.	Interview/Test
	Successfully managing budgets and delivering efficiencies.	

Behaviours and personal qualities	To have a credible demeanour to colleagues, clients and external parties	Interview / test
	A Solicitor or Barrister with a current practising certificate	Application
	A Fellow of the Institute of Legal Executives with significant post qualification experience.	Application (to be evidenced as part of the recruitment process)
	Willingness and ability to work outside normal office hours when required.	Application
	This post may be subject to an enhanced DBS check.	Satisfactory clearance at conditional offer stage
	This post is politically restricted as the post holder will be required to advise the Council and Executive.	Application