



Senior Lawyer (Property), Legal Services

Grade PO6

Location – Based in Havering or Newham but the postholder must be flexible and work across sites in Newham & Havering.

They may also be required to work in other Boroughs as required to meet the needs of oneSource legal services customers.

Accountable to:	Principal Lawyer (Team Leader)
Accountable for:	Legal Services
Job Purpose:	<ul style="list-style-type: none"> • To support the Principal Lawyer and Legal Services management team in the provision of strategic, high level legal advice to the Councils, Members and Officers, and support the provision of legal solutions in Property and related areas to enable the Councils to progress with corporate goals. • 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 Senior Lawyer will support the Team Leader in the delivery of a portfolio of high quality, solution focused legal work in more than one discipline and across multiple sites, to customers in different organisations. • To support the Principal Lawyer in meeting the strategic aims of the Legal Services department. • To build positive relationships with customers, assisting the Principal Lawyer in the role as relationship manager, and developing and marketing new and innovative solutions • To support the Principal Lawyer in developing ways of maximising and improving income generation and identifying savings
Specific Responsibilities	<ol style="list-style-type: none"> 1. To have personal responsibility for a caseload of complex matters, and act as subject expert, with minimal need for supervision or external assistance. 2. To support the Principal Lawyer in supervision of all matters designated as high risk within the team 3. To pick up casework arising in their respective teams during peak times or

	<p>where additional resources are required to meet demand, and if requested to do so by the Principal Lawyer provide support to other teams</p> <ol style="list-style-type: none"> 4. To support complex strategic projects across multi-functional teams, assisting to ensure that an innovative and commercial solutions focus is adopted across projects. 5. To support the Principal Lawyer 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 have responsibility for a team of up to 10 lawyers and support staff, potentially working across legal disciplines and working over multiple sites 7. To carry out advocacy when necessary on own caseload, and not to instruct external support except in accordance with agreed procedures 8. To attend meetings of the Councils as required to provide legal and governance advice. 9. To produce or comment upon reports for various Council meetings or decision making processes. 10. 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. 11. 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. 12. 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> Provides a transactional service that is multi-channelled, face to face, local and nationwide
General	<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>

Person Specification

Able to demonstrate and evidence a highly developed Competence in:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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, procurement & contract, Property, development. Property and related areas A qualified solicitor or barrister -holding a practicing certificate.
Behaviours and personal qualities	<ul style="list-style-type: none"> 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.