

Job Title	Head of Planning Law
Grade	Havering G12; Newham SMR (B)
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.
Line management responsibility for	The Post holder has line management responsibility for Senior Lawyers Assistant Lawyers Legal Officers
Job Purpose:	<p>To be the lead lawyer on all matters relating to Planning law for the partner Councils (currently Newham & Havering). To provide proactive and solution focussed legal advice and representation directly to the Mayor/Leader, the Executive, members, Chief Executive and senior management team of the partner Councils.</p> <p>To be responsible for the provision of high quality, responsive legal services to clients – including the Executive, committees, other Council bodies, elected Members and staff within the Councils’ departments in the following area:</p> <ul style="list-style-type: none"> • Planning Law • Public Law <p>To report to the Director and Deputy Director of Legal & Governance on all legal matters within the areas of legal specialism.</p> <p>To act as deputy monitoring officer in either Newham or Havering as allocated by the monitoring officer. To deputise for the Director and Deputy Director when requested and regularly provide advice at Council, Cabinet and committees.</p> <p>To manage and lead the team of specialist lawyers and relevant support staff working in the area of specialism.</p>

	<p>To be a member of the Legal Services management team with shared responsibility for the delivery and success of Legal Services overall and leading on projects and programmes for the benefit of the whole service. To be able to deputise for other heads of law in the management of their teams when requested.</p> <p>To handle personally a caseload of highly complex technical legal matters without supervision for the partner Councils.</p> <p>To supervise all matters designated as high risk within the service</p> <p>To be able to undertake casework arising in their respective areas during peak times or where additional resources are required to meet demand.</p> <p>To lead on the provision of legal services to external bodies including schools, other councils and other public sector bodies and the maximisation of legal income from third parties.</p> <p>To represent oneSource and the partner Councils in external networks in London, regionally and nationwide promoting oneSource and the Legal Service</p>
Specific Responsibilities	<ol style="list-style-type: none"> 1. To advise the Council including the Mayor, the Leader, the Executive, committees & sub-committees, Members, chief officers and staff in council departments on the law relating to matters within the remit of the teams for which the post holder is responsible, governance and generally affecting Local Government. 2. To prepare reports or to provide legal comments on reports to the Mayor, the Leader, the Executive, committees and sub-committees of the Council. 3. To attend meetings of the Executive, committees and sub-committees on a regular basis to provide legal advice. 4. To act as deputy monitoring officer to support the Director and Deputy Director in their role as Monitoring Officer ensuring that the service provides all necessary advice and support to all aspects of the ethical governance of the authority's dealings. 5. To personally handle a caseload of complex legal matters including advising on major schemes and initiatives, researching the law, drafting legal documents, liaising and negotiating with external solicitors and others and, where appropriate, instructing counsel and external experts. 6. To attend court, a tribunal or public inquiry (as appropriate), with or without counsel, to present the Council's case.

	<ol style="list-style-type: none"> 7. To be an expert in governance and public law supporting their knowledge in the specialist areas within the team. 8. To advise on areas of law outside their specialisms such as GDPR, information law and human rights. 9. To be the training principal for one or more trainee solicitors ensuring that their training is in accordance with Law Society requirements. 10. To take the lead in negotiations with clients over the level and type of service provided to them and to ensure that the services provided by the teams are responsive, evolve to meet changing client needs and receive a consistently high client satisfaction rating. Working with clients to make the most effective use of legal services including advising them and creating innovative solutions to meet changing client needs. 11. Prepare annual service offers for each client in nominated key areas and provide quarterly reports on performance and cost for each nominated service area. 12. To liaise with the senior management teams in client departments to ensure that Legal Services' business objectives are aligned with client strategic objectives and priorities. 13. To respond to legal queries received from Members, Chief Officers, Members of Parliament, the Ombudsman and external organisations. 14. To keep abreast of the law relating to the work of the teams and to determine the effect of new legislation, prepare member and officer briefings in all new areas of law or case law falling within the respective remits and reports to the executive or committees as necessary on the implementation and impact of such legislative changes. 15. Advising the Council, Members, individual departments and officers on relevant developments in the law including advising and supporting Members, individual departments, and officers through the legislative change relating to the work of the teams and Local Government Law generally. 16. To keep methods of working under constant review and introduce new or revised methods where this is necessary to meet new requirements or to enhance the quality and efficiency of services delivered to clients. 17. To take a proactive approach and use initiative to resolve problems and issues including advising corporately. 18. To manage and supervise teams of lawyers, non-lawyers, support staff and trainees working in different areas of the law (including business planning,
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	<p>recruitment, the allocation of work, performance management and appraisal) and to ensure that the teams, and individuals within the teams, achieve agreed outcomes.</p> <ol style="list-style-type: none"> 19. To oversee the training and development of staff and to run training courses for staff and clients on relevant areas of the law and practice. 20. To ensure that the teams comply with the Section's quality standards and any other standards agreed with its clients. 21. To be responsible for the budget and any financial resources allocated to the team, to ensure that they are managed properly and to ensure that the teams improve the income generated by the service by maximising the income recovered from clients and maintain a high level of productivity, including devising ways of maximising and improving income generation. 22. Identify areas for cost and efficiency savings and monitor and report to Director of Legal Services on achievements against cost and efficiency targets. 23. Together with other members of the Senior Management Team, to be responsible for the strategic direction of the Legal Service. 24. To contribute to the Council's corporate aims and objectives including being members of corporate project teams and strategic groups and to support the Council to enable it to achieve its innovative projects and initiatives. 25. To contribute to the Council corporately by investigating grievances from officers within and outside the service or sitting as hearing officer at grievance hearings, disciplinary hearings or appeals. 26. To take a lead role on particular strategic management issues and initiatives across the service as requested by the Deputy / Director of Legal Services. 27. In the absence of the Deputy / Director of Legal Services, to assume all or some of their duties and responsibilities. 28. To comply with all Council policies and procedures. 29. To undertake such other duties commensurate with the level and responsibilities of the post as may be requested from time to time.
General	<ul style="list-style-type: none"> • oneSource 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

	<p>employees are expected to understand and promote good health and safety practices and manage risks appropriately</p> <ul style="list-style-type: none"> • Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures. • Comply with Health and Safety Regulations associated with your employment. • Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this. • To treat all information acquired through your employment, both formally and informally, in strict confidence.
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Newham - Person Specification

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.

Job Title: Head of Planning Law	Service Area: LEGAL SERVICES	
Directorate: ONESOURCE	Post Number: (I) 35523	Evaluation Number: FROM HRMI SYSTEM
Grade: SMR B	Date last updated: November 2019	

IMPORTANT INFORMATION FOR APPLICANTS

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
KNOWLEDGE: A clear understanding of public law as it impacts on local authorities Expert knowledge of one or more of the areas of law covered by this post An understanding of the local government or public sector environment as it impacts on the provision of legal services. A clear understanding of client care in a legal service and its importance in service delivery.	Application /Interview/Test Application /Interview/Test Interview/Test Application /Interview/Test

<p>A clear understanding of probity issues as they affect councillors and employees in a local authority or public sector environment</p>	<p>Interview/Test</p>
<p>EXPERIENCE:</p> <p>Effective management of lawyers and to deliver a high quality professional service which meets the needs of clients.</p> <p>Provision of high quality and proactive legal advice and representation at a senior level</p> <p>Successfully delivering an effective performance management culture</p> <p>Successful building and sustaining productive relationships at a senior level with clients and colleagues.</p> <p>Working on multi-disciplinary projects or initiatives.</p> <p>Successfully managing budgets and delivering efficiencies.</p>	<p>Application /Interview/Test</p> <p>Application /Interview/Test</p> <p>Interview/Test</p> <p>Application /Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>
<p>SKILLS AND ABILITIES:</p> <p>To successfully manage and develop lawyers and non-lawyers to deliver their full potential.</p> <p>To lead and direct the delivery of high quality and cost effective legal services meeting the needs of clients and which evolve to meet their changing needs.</p> <p>Highly developed interpersonal skills including negotiation and influencing skills with a wide range of clients and partners</p> <p>The ability to inspire confidence and trust in others.</p> <p>Excellent oral and written communication skills and the ability to present complex arguments and ideas to diverse audiences both professional and non-professional.</p>	<p>Application/Interview/Test</p> <p>Application/Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Application/Interview/Test</p>

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	Interview/Test
A team player	Application /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
PERSONAL STYLE AND BEHAVIOUR:	
To have a credible demeanour to colleagues, clients and external parties	Interview / test
QUALIFICATIONS:	
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)
OTHER SPECIAL REQUIREMENTS:	
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

Havering Competencies

Competency Profile

Competency	Level	Criteria to be Evidenced (Description)
Achieving Results and Success		<ul style="list-style-type: none"> • Able to identify needs and put a strategy/business case forward in response to changing needs of the organisation • Ensures work processes and projects are well targeted, resourced and managed to deliver strategic aims • Identifies and manages risk, taking appropriate steps in order to identify new and better ways of improving strategic performance • Works with managers, staff, partners and stakeholders to develop new initiatives that contribute to the development and performance of the organisation
Communicating Openly and Effectively		<ul style="list-style-type: none"> • Uses communication and influencing skills to progress complex situations and achieve significant impact • Translates strategy into effective operational messages, easily understood at all levels • Demonstrates an in-depth understanding of organisational politics and uses this effectively • Creates and implements appropriate communication strategies to support complex projects
Delivering Excellent Customer Service		<ul style="list-style-type: none"> • Takes a leading role in organisational development and the continuous improvement of services for the benefit of customers • Identifies good practice and solutions, and integrates them into service provision • Translates customer and stakeholder feedback into strategic improvements • Actively seeks out and recognises opportunities for developing new customer bases
Empowering Leadership		<ul style="list-style-type: none"> • Inspires, encourages and supports others • Looks ahead where the organisation needs to be in the long term, linked to the vision • Leads by example and models desired organisational behaviours • Is aware of their own leadership style and adapts to bring out the best in others

Managing Personal and Organisational Change		<ul style="list-style-type: none"> • Creates and articulates a vision that generates enthusiasm and commitment • Uses intuition as well as complex analysis to create a new concept or approach. • Encourages others to create strategies, visions and innovative services and emphasizes solutions that support strategic objectives • Ensures that the external environment and Government policies are taken into account when determining strategic direction
Planning and Implementing		<ul style="list-style-type: none"> • Anticipates and makes plans to deliver the Corporate Strategy • Incorporates strategic and/or longer term issues in plans • Manages projects, identifies and negotiates relevant resources • Communicates the plans to appropriate staff/stakeholders • Puts in place contingency plans to cope with potential problems • Considers budgets when planning projects
Respecting Others		<ul style="list-style-type: none"> • Proactively incorporates ideas and concepts from diverse perspectives creatively in strategic planning and decisions, and promotes understanding across the organisation • Considers the impact of new Government Policy, legislation, EU directives and guidance and integrates into strategy and plans • Works proactively with partner organisations to improve services for all • Upholds a high standard of fairness and ethics in words and actions