

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Lawyer - Litigation	<b>Grade:</b>	PO4/5
<b>Reports to (Designation):</b>	Senior Lawyer	<b>Grade:</b>	PO7 – PO8
<b>Directorate:</b>	Chief Executives	<b>Section:</b>	Legal

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#### **Main Purpose of the job:**

The role will report to and be directed and supervised by a Senior Lawyer and, depending on the requirement of the relevant Senior Lawyer, will undertake litigation and prosecution work as necessary. The post holder will be expected to handle under supervision and direction of the Senior Lawyer (or an alternative authorised person) a wide variety of varied and complex legal work including the provision of assistance and advocacy.

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#### **Summary of Responsibilities and Personal Duties:**

1. Ensure that legal assistance is provided efficiently and expeditiously.
2. Under the supervision and direction of the Senior Lawyer (or an alternative authorised person), undertake a varied caseload of generally more complex criminal and civil litigation and judicial review matters as required, drafting legal advice on behalf of the Senior Lawyer, negotiation, drafting and attendance at meetings relevant to the role.
3. Subject to the approval of the Monitoring Officer, appear on behalf of the Council before the Magistrates Court, High Court, County Court and any specialised Tribunal, statutory or public inquiry or before any Arbitrator as appropriate. The post holder must demonstrate sufficient competence to fulfil this requirement, as required by the Monitoring Officer.
4. Prepare advice on matters of law affecting any area of civil and/or criminal law to be approved and issued by the Senior Lawyer (or an alternative authorised person).
5. Work flexibly as part of team and be willing to offer support and assistance to other lawyers in the wider team as required.
6. Under the supervision and direction of the Senior Lawyer (or alternative authorised person) prepare complex forms for legal proceedings as appropriate in both civil and criminal jurisdictions.
7. Assist the Senior Lawyer in connection with procedures, advice and matters arising from Committee or specific work undertaken. Assist in the drafting and scrutinising of reports to Committee.
8. Acquire and maintain an up-to-date knowledge of all current legislation and professional requirements and inform colleagues as necessary. Present training courses and seminars for Officers as necessary.

9. Promote the image of the Legal Services and assist in marketing Legal Services.
10. As required, co-operate and assist with any external review of Council performance, including by the Audit Commission and/or external inspectors and/or auditors.

## 1. GENERAL

- (i) Under supervision and direction of an authorised person, carry out such other legal work and other tasks as required from time to time including work within other unrelated legal fields which can reasonably be regarded as within the nature, duties and responsibilities of the grade of the post.
- (ii) Carry out the responsibilities of the post with due regard to:-
- (a) the Council's equal opportunities policies;
  - (b) health and safety requirements;
  - (c) the need to promote the Council's Core Values and Legal Services objectives;
  - (d) professional accountability to the Director of Law and Corporate Governance.

## 2. INTERNAL CONTACT

Advise Committees, Chairs, Members and Officers when required and contact all departments up to and including the Chief Officer level, including the Chief Executive to give advice as necessary.

## 3. EXTERNAL CONTACT

Under the direction and supervision of the Senior Lawyer (or alternative authorised person) frequent contact with solicitors in private practice, Officers of the Courts, Government Departments, local authority associations, other professionals and consultants, members of the press or public, and other statutory and local authorities as necessary over the range of work undertaken.

All employees are required to participate in the Performance Appraisal schemes and to undertake appropriate training and development identified to enhance their work.

***THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.***

Number of fully managed staff: 0

Title:	Grade	No of posts
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Number of partially managed staff: Maximum 0

Title:	Grade	No of posts
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## PERSON SPECIFICATION

**JOB TITLE:** Lawyer - Litigation

**POST NO:**

**DEPARTMENT:** Legal

**GRADE:** PO4/5

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post	<b>S</b>

### **Knowledge**

Knowledge of the law affecting local government	<b>S</b>
Knowledge of practice and procedure in courts, tribunals and Inquiries	<b>S</b>

### **Aptitude**

Creative approach in the interpretation and application of the law  
Ability to work under pressure  
Flexibility in working practice to ensure optimum outcomes for the Council

### **Skills**

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

Ability to give communicate clearly and concisely on the telephone, in meetings and in correspondence  
Ability to draft non-routine correspondence and documentation with little supervision  
Articulate and confident in oral and written presentation  
Ability to assess priorities and meet conflicting deadlines

### **Experience**

Practical relevant experience of the appropriate area of work set out in the job description	<b>S</b>
Advocacy experience in Courts, tribunals or inquiries	<b>S</b>
Experience of delivering an extensive and varied caseload concurrently.	

## General Education

Qualified Solicitor, Barrister or Fellow of the Institute of Legal Executives with relevant post qualification experience, and hold a current practising certificate with evidence of effective continuing professional development.

**S**

## Personal Qualities

Ability to work as part of a team

**S**

Ability to anticipate problems and to suggest appropriate solutions

**S**

Commitment to service excellence

Dependable, self-reliant and self-motivating

Ability to liaise effectively with clients and to control clients work programme requirements

Standard of dress/appearance for Court attendance

Ability to travel to locations within and outside the Borough

## Circumstances

Ability on occasions to work outside normal working hours

**DBS Disclosure Required?**

**No**

☐

**Basic**

☒

**Enhanced**

☐

(Tick as appropriate – guidance available from your HR Advisor)