



ADUR & WORTHING
COUNCILS

JOB DESCRIPTION

AUTHORITY:	Employed by Adur District Council to provide a service to both Adur District Council and Worthing Borough Council
DIRECTORATE:	Digital and Resources
SECTION:	Legal Services
POST TITLE:	Assistant Lawyer (Property and Contracts Team)
POST NUMBER:	42325
ACCOUNTABLE TO:	Senior Solicitor (Property and Contracts Team) and Deputy Monitoring Officer
KEY RELATIONSHIPS	<p>Members of the Council, Chief Officers and all other appropriate Council Officers and Managers.</p> <p>Members and Officers of other bodies, specialist agencies, contractors, consultants, Courts, Tribunals, Judiciary, Counsel and External Solicitors.</p> <p>Partner agencies across public, private and voluntary sectors.</p> <p>Authority to liaise with any person or body.</p>
MEETINGS ATTENDED ON A REGULAR BASIS	Working Parties, Committee meetings, Officer-Member meetings, operational groups, working parties, Boards and partnership meetings, both internal and external, relevant to the Legal Section or corporate and cross cutting issues.
WORK STYLE	Flexible

PRINCIPAL PURPOSE OF JOB

Proactively ensure the provision of enabling, effective, accurate and timely advice to the Council, its Members and Officers, to support the Council's objectives. Contributing to the delivery of the corporate vision and priorities of Adur and Worthing Councils and their partners.

Contributing to cross cutting corporate management projects, the role also contributes towards the continuous review and development of the Legal Services Team, maximising the efficient use of resources to deliver sustained performance improvement.

Managing and controlling the resources and budgets within the Legal Services Section of Adur and Worthing Councils, as far as within the ability of the post holder to do so, the role ensures the provision of a quality focussed and cost-effective service to clients.

Developing good working relationships with local people, local businesses, the voluntary sector, regional authorities, government and a wide range of other partners the post promotes the interests and manages the reputation of the Council to build a positive image of the organisation.

MAIN DUTIES, TASKS AND RESPONSIBILITIES OF THE POST HOLDER

Undertake legal business, both contentious and non-contentious, as required, and as appropriate to the ability and experience of the post holder.

Provide high-quality, innovative, practical and enabling legal advice, to Senior Officers, Members, Partners and internal client departments of the Councils.

Provide prompt and accurate legal advice to Members on the law, procedure, propriety and administrative and constitutional issues.

Represent the interests of both Councils in accordance with proper instructions received, in legal forums and by negotiation.

Ensure that the legal, statutory and governance provisions affecting the activities of the Councils are interpreted with a view to being enabling, as far as possible, whilst being adhered to and complied with.

Advise Members and client departments on current issues such as the impact of legislation and codes of practice. To draft, prepare and comment on committee reports, policy documents and other briefing papers.

To be responsible for ensuring activities of drafting, processing, completing and serving, as appropriate, contracts, agreements, notices, orders and the like in connection with the Council's functions, are undertaken in an accurate and timely manner.

Negotiate, draft and conclude legal documentation affecting the Council, achieving the best outcome for the Councils, whilst meeting corporate objectives.

Instruct external legal providers, as and when agreed.

Assist the Procurement department with procurement law advice, interpretation of procurement regulations, review of complex supplier specifications, invitations to tender and advising on relevant contract terms and conditions.

Advise and deal with any legal matter relating to contract, procurement, leases, licences, disposals, purchases, or other land, property or asset.

Ensure that all work produced is accurate, high quality, reflective of best practice, is of an appropriate professional standard, and produced in a timely manner.

Arrange and participate in the training of Councillors and Officers, including professional colleagues, in respect of key changes in legislation and legal developments; helping to ensure the effective implementation of any necessary procedural changes for the Council.

Contribute to the development of modern, efficient and well-organised systems of work across the Legal Services Section, including the maintenance of any formal standards accredited by external bodies.

Comply with all professional duties and responsibilities as a Solicitor/Barrister/Chartered Legal Executive, including all professional codes of conduct as issued by the relevant professional body.

Actively participate in Council audits and investigations. Identify and evaluate risk as appropriate and provide advice on mitigating risks and minimising exposure to risk. Include matters on the Legal Services Risk Register as appropriate. Refer matters to the Solicitor to the Council for the Councils' Auditors or Corporate Risk Register.

Undertake any self-development or training appropriate to the post and within the capability of the post holder.

Supervise colleagues in Legal Services, including Trainee Solicitors, Paralegals, Work Experience Students, as allocated from time to time.

EXPECTATIONS

Act always in the best interests of the Council, giving priority to approved strategic objectives and key priorities.

To be commercially minded, continuously considering the balance of corporate objectives with budgetary and economic constraints. To aim to achieve objectives in the most economical, cost-effective way, seizing opportunities for income generation where appropriate.

Always act in accordance with the Councils' Officer Code of Conduct.

Adhere to all aspects of the Councils' Equal Opportunities Employment Policy and Race Equality Scheme, Equalities legislation and codes of practice, insofar as they affect the

post holder as an employee of the Council and in respect of potential staff in order to comply with the law and to promote and maintain good employee relations.

Provide high standards of customer care to both external and internal customers.

Ensure compliance with Health and Safety legislation and the Councils' Safety Policy, practices and procedures. To undertake any duties regarding health, safety and welfare at work, which may be allocated to the post holder as a result of legislation, codes of practice or the Council's policies relating to health and safety.

To undertake any duties regarding emergency and business continuity planning allocated to the post holder. Participate actively in any emergency planning exercise or training made available by the Council.

Adhere to all aspects of confidentiality and data protection in order to comply with the law. Observe all policies and guidelines as defined by the Councils' Data Protection Officer or Service Data Controller.

Demonstrate and encourage a positive approach to public relations in accordance with agreed arrangements.

Comply with agreed policies and guidelines relating to personnel, recruitment, management, discipline or dismissal.

Undertake all duties in accordance with the Councils' policies and ensure that these policies are promoted throughout the service areas managed.

Carry out such duties and responsibilities delegated to the post under the Councils' Scheme of Delegations; arrange for further delegation to other Officers as appropriate.

Promote the Legal Service and the Councils positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the post holder. Therefore, the list of duties in this Job Description should not be regarded as exclusive or exhaustive.

Duties will be set out in the Job Description but please note that the Council reserves the right to update the Job Description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this Job Description.

JOB DESCRIPTION AGREED BY:

Post holder (print name):	
Signature:	
Date:	
Head of Service (print name):	

Signature:	
Date:	