



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Sustainability & Resources
<b>Post Title</b>	Lawyer Property (Fixed Term Maternity Cover)
<b>Post Number</b>	tbc
<b>Accountable to</b>	Senior Lawyer Property & Contracts
<b>Key leadership relationships</b>	<b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers <b>External:</b> Members and Officers of other bodies, specialist agencies, contractors and consultants, partner agencies across the public, private and voluntary sectors.
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	November 2024

## Job Description - Principal purpose of job (role summary)

This is a Career graded post as such the duties of the postholder may change over time as their skills, knowledge and experience develop. Progression through the salary grades will also be determined by evidence of the postholder development, experience and studies for professional qualification.

As Assistant Lawyer/Lawyer you will support the Senior Lawyer to proactively ensure the provision of enabling, effective, accurate and timely advice to the Council, its Members and Officers, to support the Council's objectives.

To contribute to the delivery of the corporate vision and priorities of Adur and Worthing Councils and their partners.

To contribute to cross cutting corporate management projects.

Contribute towards the continuous review and development of the Legal Services Team, maximising the efficient use of resources to deliver sustained performance improvement.

To manage and control 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, ensuring the provision of quality, cost-effective service to clients.

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

### **Lawyer (4 Years' PQE) - Grade 8**

As a Lawyer you will have 4 years post qualification experience or have demonstrable equivalent experience as a G7 Assistant Lawyer and will be responsible for ensuring the provision of enabling, effective, accurate and timely advice to the Council, its Members and Officers, to support the Council's objectives.

Following four years post qualification experience and with reduced supervision, you will be adaptive regularly using creativity in application of the law to a range of complex legal matters providing creative advisory services within general legislative guidelines across all service areas using specialist knowledge and skills sets gained from previous experience.

You will be able to deal with a wide range of complex and contentious matters delivering a consistently high degree of support, persuasion and advocacy to all service areas. You will be able to negotiate with external stakeholders and attend Court as your case work requires.

At all times you will deal with matters sensitively, with good management of relationships and contacts (particularly in skillful negotiations), aware that the conduct of your case work may have significant effect for your service areas. You will therefore be able to make decisions within a range of complex areas of legal specialism often open to alternative interpretations, with sufficient experience and knowledge skill and judgment to know which cases need to be referred to your line manager and/or Senior Lawyer

The consequence of decisions made will significantly impact on overall quality and efficiency of service with longer term impact

Responsible for maintaining confidentiality relating to the Council's affairs and managing sensitive data, including third party personal data.

You will be supportive in providing Indirect supervision, support and guidance to Assistant Lawyers

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

## Role specific Duties and responsibilities

To undertake legal business, mostly non-contentious, but on occasions contentious as required, and as appropriate to the ability and experience of the post holder.

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

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

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

To 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.

To 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.
To negotiate, draft and conclude legal documentation affecting the Council, achieving the best outcome for the Councils, whilst meeting corporate objectives.
To instruct external legal providers, as and when agreed.
To assist the Property department with property law advice, interpretation of residential and commercial transactions, review of complex property matters, advising on relevant contract terms and conditions.
To advise and deal with any legal matter relating to contract, leases (both grant and renewal in or outside the Landlord and Tenant Act 1954), licences, disposals, purchases, or other land, property or asset.
To 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.
Arranging and participating 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.
To 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.
To 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.
To supervise colleagues in Legal Services, where appropriate including Trainee Solicitors, Paralegals, Work Experience Students, as allocated from time to time.
Committee attendance as required.
To be commercially and creatively minded with continual consideration to 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.
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
To undertake project work of a corporate legal nature and advise upon corporate legal issues as allocated to the post holder.
To generally oversee the activities of clients, committees and departments and intervene as necessary with timely legal advice to contribute to the achievement of corporate and departmental objectives and/or to avoid illegality and maladministration.
To prepare and conduct legal proceedings on behalf of the Councils, in any Court or Tribunal, in respect of proceedings brought by or against the Council.
To represent your core service as a Business Partner and attend meetings as requested from time to time.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

<b>Meetings attended on a regular basis</b>
Working Parties, Officer-Member meetings, occasional attendance at Committee meetings if required. Operational groups, working parties, Boards and partnership meetings, both internal and external, relevant to the Legal Section or corporate and cross cutting issues.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this 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.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' Safeguarding Policy.



## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area.</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help.</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity.</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills.</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms).</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you.</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing.</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other.</p> <p>Prioritise the use of resources that help us be financially and environmentally sustainable.</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems.</p> <p>Role models the principles above to inspire others to demonstrate positive behaviors.</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others.</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified and practising Solicitor, Barrister or Legal Executive.	
<b>Knowledge</b>	Knowledge of Property Law	Knowledge of Local Government Law and practice.

	<p>Ability to draft legal documentation.</p> <p>Ability and flexibility to embrace new areas of law and concepts.</p>	
<b>Experience</b>	<p>Experience in Residential and Commercial Property, and general Land Law.</p> <p>Proven ability to use standard IT packages including Microsoft Office / Google Workspace.</p>	<p>Experience of Local Government Law and practice.</p> <p>Experience of using Legal Case Management System</p>
<b>Communication</b>	<p>Proven commercial skills</p> <p>Excellent communication skills, including the ability to explain complex legal issues in a readily understood manner.</p> <p>Strong negotiation skills.</p>	<p>Good advocacy skills.</p>
<b>Relationship Building</b>		<p>Ability to show political sensitivity.</p>
<b>Analytical</b>	<p>Proven ability to apply the law to complex issues.</p> <p>Proven ability to find solutions to problems.</p>	
<b>Planning/ Organising</b>	<p>Proven ability to prioritise work appropriately.</p>	
<b>Other requirements</b>	<p>Ability to attend evening meetings on an occasional basis</p> <p>Valuing kindness and compassion in the workplace.</p> <p>Acceptance of political restriction.</p> <p>Able to travel within the Adur and Worthing Districts.</p>	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	