



Application Pack

Head of Legal Services:

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Welcome from the Director of Legal & Democratic Services

Dear Candidate

Thank you for your interest in the Royal Borough of Greenwich and welcome to an exciting opportunity to shape the future of our community while building a rewarding legal career. The Royal Borough of Greenwich has an in-house team of almost 50 staff, providing a full range of legal services and we are proud to work collaboratively across the Council to deliver high quality outcome focussed legal advice and support. The Legal team is fully committed to enabling the delivery of the very best services and facilities for Greenwich residents and the achievement of the strategic missions set out in the Council's Corporate Plan "Our Greenwich" and our local vision and values.

Despite the challenges of increasing demand alongside limits on funding, working in local government offers a unique chance to engage with a broad range of legal work that truly matters.

We are looking for talented, motivated lawyers to join our team and be part of building the future. Here, your expertise directly contributes to decisions that impact the lives of real people. You need to be outcome focussed and creative in finding solutions to support the Council to achieve its ambitions.

We offer:

- A supportive, collaborative environment
- Opportunities to work on diverse and high-impact legal matters
- Strong work-life balance and flexible working arrangements
- Investment in your professional development and progression. We have a firm commitment to developing our staff and enabling them to achieve their potential

Whether you're an experienced practitioner or early in your career, you'll find a place to grow, lead, and make a meaningful contribution. Be part of a team that values integrity, public service, and the power of the law to effect positive change.

If like us you are determined to make a real difference, we very much want to hear from you.

Azuka Onuorah

Director of Legal & Democratic Services



Legal Services

The Legal team is based in the Legal & Democratic Services Directorate reporting to the Director of Legal & Democratic Services.

There are 6 teams within Legal Services:

- Planning & Procurement
- Regeneration & Property
- Housing & Litigation
- Adults, Education & Employment
- Children's Services
- Legal Support & Practice Management Team

There is an Assistant Head of Service whom act as lead partners in each practice area. Each team varies in size and structure, but many have opportunities right from paralegal and newly qualified lawyers upwards.



Legal Services Vision and Values

Greenwich Legal Services is committed to being a high performing in house legal service which plays an essential part in the achievement of the Royal Borough's priorities and objectives for the benefit of our community. We aim to achieve this under 3 key areas as follows:

Our Clients and Services

- Working with clients to maximise the value that Legal Services can provide
- Developing a corporate approach to all legal matters
- Protecting the Council's reputation
- Advising on a robust decision making framework
- Acting as the conscience of the Council through the Monitoring Officer role

Our Staff

- Improving services through the development of our staff
- Maximising fee earning time spent on legal work and carrying out the Monitoring Officer
- Seeking to balance legal work being done internally and externally
- Encouraging young people in the Borough to consider a career in local authority legal services

Value for money

- Maximising the use of technology
- Reviewing processes to ensure we achieve further efficiencies
- Seeking to control and maximise the value of external legal spend



Legal Services Vision and Values

How we treat our clients

Excellent customer service

- Consistent
- Approachable and accessible
- Proactive and responsive
- Regular communication
- Understanding the needs of the clients and the Council

Respect

- Mutual trust and respect
- Integrity
- Confidence
- Managing expectations positively
- Delivering on our promises
- Effective relationships

Legal advice focused on outcomes and solutions

- Innovative
- Practical and pragmatic
- Clear and relevant
- Delivered to agreed timescale
- High quality
- Alignment with Council's objectives and priorities

Value for money legal services

- Emphasis on efficiency
- Maximises use of Council resources
- Awareness of overall financial landscape

How we treat each other

- Acting as one team
- Equality of opportunity
- Treating each other fairly and with respect
- Valuing our diversity
- Delivering on promises
- Being open and honest
- Appreciating the contribution of all team members



The Role

Are you an experienced or aspiring Head of Legal Services ready to lead with impact?

We're looking for a dynamic and strategic legal professional to join our high-performing in-house team as **Head of Legal Services**. If you thrive in a fast-paced environment and have a passion for public service, this could be your next career step.

About Royal Greenwich

At Royal Greenwich, we're proud of our heritage and excited for our future. Home to a World Heritage Site and a vibrant, diverse community, we are committed to delivering first-class services and unlocking the borough's potential — even amidst financial challenges. Our elected members have an ambitious vision, and legal services play a vital role in bringing that to life.

The Role

The Royal Borough of Greenwich is seeking a dynamic and experienced Head of Legal Services to lead and manage one of our Legal Services teams and deputise for the Director of Legal & Democratic Services / Monitoring Officer when required. This senior leadership role is pivotal in ensuring the Council's corporate governance and legal compliance are maintained at the highest standards. You will oversee the lawfulness and fairness of decision-making processes, support the transformation and development of Legal Services, and lead on strategic policy, service planning, and corporate citizenship.

Key Responsibilities:

- Act as Deputy Monitoring Officer, stepping in as needed to support governance and legal oversight.
- Lead the Council's corporate governance to ensure decisions are lawful and fair, overseeing the Constitution and safeguarding democratic processes.
- Provide legal assurance to senior officers, elected members, and stakeholders on governance, ethical, and legal frameworks.
- Manage and develop a Legal Services team of up to 37 directly managed staff and oversee up to 50 consultancy/contracting staff.
- Lead on compliance with information management legislation including FOIA, EIA, and DPA.
- Support the delivery of the Greenwich Legal Services vision, including service transformation and innovation.
- Act as a senior legal advisor to the Leader of the Council, Cabinet, Chief Executive, and General Management Team.
- Represent Legal Services in corporate initiatives, policy groups, and external forums.
- Provide high-level legal advice, supervision, and continuous professional development to legal fee earners.
- Ensure recruitment, appraisal, workload management, and performance are aligned with Council policies.



What We're Looking For

We're seeking a qualified and confident legal professional who can inspire trust and deliver results. We are looking for someone who has the following:

- Qualified solicitor, barrister, or chartered legal executive with extensive experience in local authority legal practice.
- Proven track record of providing legal advice and support to senior leaders and key decision-makers.
- Skilled communicator, able to engage effectively with elected members, senior managers, and staff at all levels.
- Experienced in managing legal teams, including performance management of fee earners.
- Politically astute with the ability to navigate a sensitive and complex political environment.
- Knowledgeable about best practice, innovation, and continuous improvement in legal services.
- Commitment to the Council's equal opportunities and staff values, promoting a positive and inclusive workplace.

Desirable: Management qualification and experience in multiple legal practice areas.

Why Join Us

The Royal Borough of Greenwich offers a supportive, forward-thinking environment where you will have the opportunity to shape and lead our Legal Services as part of a dedicated leadership team. We are committed to diversity, inclusion, and professional development, ensuring you can grow your career while making a real impact on the community.

Our Values and Commitment to Diversity

We're proud of the diversity of our community and workforce. We welcome applicants from all backgrounds and are committed to creating an inclusive environment where everyone can thrive.

Royal Borough of Greenwich values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

How to Apply

Each application will be scored on how well the supporting statement addresses the **Person Specification**, which is provided alongside this advert. Please ensure your supporting statement clearly outlines how you meet each point in the specification. If you require any assistance in viewing or accessing this opportunity, please contact **recruitment@royalgreenwich.gov.uk** or call **020 8921 8977**.

Informal Enquiries:

For an informal discussion about the role, contact **Azuka Onuorah** at **azuka.onuorah@royalgreenwich.gov.uk** or **0208 921 5179**.



Diversity Statement

Royal Borough of Greenwich values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Royal Borough of Greenwich reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

Advert Close

All vacancies close at midnight unless otherwise stated.

How Applications are Scored

Each application is scored according to how well the supporting statement addresses each point on the Person Specification for the role. Candidates will be short-listed for interview on the extent to which they meet the specific points within the Person Specification. The Person Specification is supplied with the job advert. When completing your application, please use the supporting statement section to tell us how you meet each of the points on the Person Specification. We need to have this information in order to consider your application.

Salary

Salaries advertised are for a standard working week of 35 hours unless otherwise stated. Please use this '[Salary Calculator](#)' to help you calculate a pro rata salary.

Our Staff Values

[Our Staff Values](#) are important to us. Candidates will be continuously assessed against our staff values throughout the recruitment process. Where candidates demonstrate views and behaviours that do not meet the standards of our staff values, we reserve the right to reject their application/ registration.

Related information

Please read any attached documents before applying for this job
[Staff Values - Job Documentation](#)



What is it like to work in Royal Greenwich Legal and Democratic Services?

Why I choose to work in the Public Sector

I joined Greenwich 5 years ago as Legal Practice Manager. I've recently also taken on more responsibility as Head of Democratic Services and Legal Practice Management. Having spent many years in my early career in the private sector, it was refreshing to join the public sector and gain that sense of belonging that comes from being part of making a difference to the community. The generous pension scheme and the flexibility that is often lacking in the private sector, are all part of an attractive package. But there is nothing that competes with feeling extremely valued as an employee—Greenwich have invested in my development, sponsoring my Masters degree in Leadership through the apprenticeship scheme.

To meet the tough financial challenges that the whole sector face, Royal Greenwich recognises the need to develop system and best use technology, utilising a wide range of digital tools—work smarter, not harder is our motto! If you looking for a change of Direction and want to find out more, please fee free to contact me for an informal chat!

Head of Democratic Services and Legal Practice Management

Why I started my Career in Local Government Law

I joined Legal Services in August 2023 and was instantly made to feel welcome by an incredibly diverse and friendly department, full of knowledgeable lawyers who make excellent role models and mentors. It is a great place to begin your legal career! I originally joined the department in the Legal Support and Practice Management team, and now nearly two years on, I am Senior Legal Assistant. I've learned so much and been afforded every opportunity to grow and progress my career that I could have possibly asked for.

As someone who has grew up with family members working within local government, I've always had a special appreciation for the work they do to improve the lives of their residents. The RBG Staff values in particular really resonate with me, especially Demonstrating respect and fairness and Taking ownership. RBG offers many supplementary programs and staff networks. In the last 2 years I've had the opportunity to have an Organisational voice as a Survey Champion, an Equality, Diversity and Inclusivity Champion and an Anti-Racism Survey Champion, developing skills and interests outside of my substantive job role. Equality, Diversity and Inclusivity are things that I'm passionate about and I love working for an employer who is also passionate about these things not only where they pertain to their residents but also their staff.

Senior Legal Assistant – Housing and Litigation team



What is it like to work in Royal Greenwich Legal and Democratic Services?

How my career has progressed at Royal Greenwich

I joined the Royal Borough of Greenwich as a trainee solicitor in February 2002. I was recruited via an organisation called PATH which helped individuals enter into professions experiencing low rates of participation from member of BAME community. During my traineeship I was supervised by Azuka, then Principal Lawyer for the Housing Team, who provided great support and sought to ensure that I had a fulfilled and positively challenging experience during those early years.

When I qualified, a vacancy arose for the position of Assistant Employment Lawyer which I successfully applied for.

Fast forward 20 plus years and I am still here! I have been fortunate enough to progress in my career and I am now employed as an Assistant Head of one of the legal teams. Along the way, I have enjoyed a plethora of opportunities made available by the Royal Borough of Greenwich which have supported both my personal and professional development. These have included being seconded to a Housing Development project for 2 years; managing my team on a temporary basis in the absence of my then manager; becoming a mediator; undertaking the diploma in local government law and practice as well as a postgraduate diploma in management studies. But a more important factor to explain my tenure at the Council is that I have had the privilege of consistently working with brilliant, down to earth and good humoured colleagues, managers and clients alike.

Assistant Head of Legal Services - Adult Education and Employment team

Why should you work at Royal Greenwich

Thank you for your interest in the Legal Services team at Royal Borough of Greenwich. We look forward to your application and hearing the unique strengths and perspectives we know that you will bring to our department.

Greenwich is a borough that is steeped in history, innovation, and community spirit. Our residents are diverse, and we value that diversity within our community and also amongst our staff. We are proud of our borough. The legal team plays a vital role in supporting the council's mission to serve our residents with integrity, efficiency, and excellence.

We are a team that values collaboration, continuous learning, continuous improvement and community impact. Whether advising on governance, safeguarding public interests, or enabling regeneration projects, our work is meaningful and far-reaching. We support each other. We have a weekly Friday message; we also have quarterly all staff meetings (which includes an informal lunch) and at which we celebrate our successes and learn from our challenges.

We would love to welcome you to our department to help us on our journey to shape a fairer, more resilient, and forward-thinking borough.

Interim Head of Legal Services



Our Greenwich Plan

Our Greenwich is a plan for the next four years that focuses on the change we collectively want to see in our borough. It has been developed with our residents, partners and staff so it is truly a plan that belongs to us all. The document is structured around five themes that give focus whilst preventing us from becoming too siloed in our work.

For each theme we have set a vision and missions for where we want the borough to be by 2030. Each theme has a set of 'missions' that have been developed to compliment our visions. For each mission we set out what these mean in terms of outcomes for our communities, businesses, partners, Council and borough. For each mission we have a set of success measures which we will use to set targets, monitor our progress and be transparent about where we are.



Taking this approach helps us be:

Purpose-led not task-led

We focus on the change we want to see in our communities and we act with this always in mind.

Accountable to our communities

We have a set of missions that if delivered will make meaningful change in our communities and we regularly report on our progress in delivering these.

Collaborative, empowered and innovative

By having a focus on outcomes we are able to work in collaborative and innovative ways with communities and partners as we are clear on what we are trying to achieve and challenge existing ways of working.

Communities: Focusing on the Council's interaction both directly and indirectly with residents and communities

People: Focusing on meeting the needs of residents of Greenwich

Place: Focusing on developing Greenwich as a place

Economy: Focusing on the development Greenwich's economy

Organisation: Focusing on improving how the Council works



Why Choose Greenwich?



As the home of the Prime Meridian Line, Greenwich Mean Time and a Unesco World Heritage Site, Royal Greenwich was named as the first new Royal Borough for more than 80 years.

Royal Greenwich is a great place to live and work, with the main Council offices based in the heart of Woolwich.

Benefitting from excellent transport links ranging from buses and tubes to trains and ferries, Royal Greenwich is one of the easiest boroughs to get to. Not to mention the New Elizabeth Line that only takes 21 minutes to get into or from central London from Woolwich, and 10 minutes to reach The O2.

At Royal Greenwich, you'll be part of an innovative and supportive team committed to delivering real impact for our residents. As a **part of Legal and Democratic Services**, you'll enjoy:

- An **excellent working environment and culture** with experienced, professional management and colleagues.
- A **generous 29 days' annual leave**, plus **Bank Holidays**. (increasing to 31 days after 5 years continuous service)
- **Flexible and hybrid working arrangements** with comprehensive IT support.
- Continuous professional development opportunities, including coaching, mentoring and training.
- Access to an enhanced **Employee assistance programme (EAP)** for you and your immediate family which provide support on a wide range of work and personal issues
- The chance to work in a vibrant borough with excellent transport links, including the **Elizabeth Line** and **Uber Boat** and season ticket loans to get here.
- A **Cycle to Work scheme, reduced-rate gym membership** and a range of local benefits and discounts
- The security of up to **6 months' full pay and 6 months' half pay** (after 5 years continuous service) sick pay
- Not to mention a **generous Local Government Pension Scheme (LGPS)**, which is a Defined Benefit Scheme offering employer contributions. LGPS builds at a rate of 1/49 (e.g. £20k salary/year/49 = £408.16 pension)

Your pension also benefits you with:

- Life cover - you get life cover of 3x pensionable pay
- Lower tax
- Ill health cover

