

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE: FINANCE & LEGAL SERVICES **POSTHOLDER**

SECTION: LEGAL SERVICES **GRADE PO9**

POST DESIGNATION: ASSISTANT HEAD OF LEGAL SERVICES

Purpose of job

- i) To be responsible for the leadership, management and development of the Regeneration & Property Team within Legal Services.
- ii) To lead and be responsible for the provision of Legal Services in the legal practice areas covered by the Team.
- iii) To be the senior fee earner in the Team providing high level legal advice to Elected Members (including Committees), senior managers, staff and external clients which makes a significant contribution to the delivery of the Council's strategic priorities in the areas covered by the Team.
- iv) To support the Director of Legal Services in the delivery of the Greenwich Legal Services vision, including the transformation and development of Legal Services.

Manages up to 20 directly managed staff

Manages up to 20 indirectly managed consultancy/contracting staff

Main Duties

- 1) To lead, manage and develop the Regeneration & Property Team in Legal Services and provide general leadership to the other areas of Legal Services.
- 2) To lead and be responsible for the provision of Legal Services in the legal practice areas covered by the Regeneration & Property Team ensuring that the Team provides Legal Services to the Council and any external clients in accordance with legal/professional standards and in a way that reflects the Greenwich Legal Services values.
- 3) To be the most senior fee earner in the Regeneration & Property Team providing high level legal advice to Elected Members (including Committees), senior managers, staff and external clients which makes a significant contribution to the delivery of the Council's strategic priorities in the areas covered by the Team.
- 4) To provide legal advice to Elected Members (including Committees), senior managers, staff and external clients on high level complex matters in the areas

covered by the Team which have major implications for the Council and service users and commit the Council to a course of action involving a major impact on policy and/or resources.

- 5) To advise Elected Members and senior managers on the legal implications of transformation and development projects in the service areas covered by the Team which have extensive policy or service implications in order to improve customer outcomes or meet medium term financial strategy targets.
- 6) To provide legal supervision to all the fee earners in the Team as appropriate.
- 7) To keep abreast of legal developments in the legal practice area of the Team and ensure that the Team operates in accordance with modern good practice, legal/regulatory requirements and authority policies/procedures.
- 8) To promote the work of Legal Services and to improve and maintain understanding of legal procedures by providing training, seminars and guidance notes in the legal practice area of the Team to Elected Members and clients. To also promote the work of Greenwich Legal Services externally, to the benefit of the Council, clients and staff.
- 9) To ensure that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities for the Team are carried out in accordance with authority policy/procedures.
- 10) To deputise for the Head of Legal Services when required.
- 11) To be a member of the Legal Services Management Team and participate in the overall management of Legal Services, including monitoring and evaluating policy, service practice and provision for Legal Services.
- 12) As a member of the Legal Services Management Team, to deliver the Greenwich Legal Services vision, including the transformation and development of the Team making recommendations for change and managing their implementation.
- 13) To participate in working parties and corporate groups across the Council and to represent the Council as appropriate at external meetings.
- 14) To undertake any other work appropriate to the level and general nature of the post's duties.
- 15) To undertake employee investigations and appeals in line with RBG's policies and procedures.
- 16) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology Agreement.

**Designation of the Post to which the Postholder normally reports to:
Director of Legal Services**

Originator: _____

Postholder: _____

Date: _____