

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE: **FINANCE** **POSTHOLDER**

SECTION: **LEGAL SERVICES** **GRADE P06**

POST DESIGNATION: **SENIOR LAWYER**

Purpose of Job:

- i) To undertake an extensive caseload of complex legal work in the legal practice areas covered by the following Team:
 - Adults Education & Employment Team.

Managers up to 6 directly managed staff.

Manages up to 15 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To undertake an extensive caseload of complex legal work as a senior member of the Team providing high level advice services to Elected Members (including Committees), senior managers, staff and external clients in accordance with legal/professional standards and in a way that reflects the Greenwich Legal Services values.
- 2) To appear on behalf of the Council and other external clients at the Magistrates' Court, County Court, Tribunals and Inquiries as required and to instruct Counsel to appear in Higher Court matters.
- 3) To provide legal advice to Elected Members (including Committees), senior managers, staff and external clients on a range of complex matters in the areas covered by the Team which have substantial implications for the Council and require a consistently high degree of support, persuasion and awareness of the Council's major policy objectives.
- 4) To represent and act on behalf of the Council where directed by the Assistant Head of Legal Services.

- 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 lead and manage staff in the Team and be responsible for the allocation of work as directed by the Assistant Head of Legal Services.
- 7) To provide legal supervision to less senior fee earners in the Team as appropriate and work closely with Legal Support Officers to supervise the administrative support they provide on legal transactions.
- 8) To keep abreast of legal developments in the legal practice area of the team and help to ensure that the Team operates in accordance with modern good practice, legal/regulatory requirements and authority policies/procedures.
- 9) 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 field 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.
- 10) To ensure that recruitment, training, development, appraisal, performance, workload allocation, supervision, quality assurance, risk and other management activities for the staff under the post holder's management are carried out in accordance with authority policy/procedures.
- 11) To deputise for the Assistant Head of Legal Services when required.
- 12) To participate in working parties and corporate groups across the Council and to represent the Council as appropriate at external meetings.
- 13) To undertake any other work appropriate to the level and general nature of the post's duties.
- 14) To undertake employee investigations and appeals in line with RBG's policies and procedures.
- 15) 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 Post-Holder normally reports to:
Assistant Head of Legal Services/Deputy Head of Legal Services

Originator: _____

Postholder: _____

Date: _____