


Job Description

	DEPARTMENT	Corporate
	UNIT	Legal and Democratic Services
	SECTION	
	LOCATION	Town Hall
	JOB TITLE	Borough Solicitor
	GRADE	HAY 3
	Political Restriction	Yes

RESPONSIBLE TO: Chief Executive
RESPONSIBLE FOR: Legal Services
Democratic Services

PURPOSE OF JOB

1. Act as solicitor and chief legal advisor to the Council, to provide expert advice to members and officers on all areas of law and practice affecting local authorities
2. Act as the Council's monitoring Officer, ensuring compliance with all relevant statutory requirements and standards
3. Manage the Council's democratic services in accordance with the relevant statutory and council requirements.

ACCOUNTABILITIES

- Provide legal advice to the council, its committees and officers, and ensure that all legal advice given by legal services is timely, appropriate, accessible to the lay person and of high quality.
- Ensure that all decisions taken by and on behalf of the council are in accordance with statutory requirements
- Keep under review changes and developments in the law and advise the council on any implications which may arise
- As Monitoring Officer ensure complete propriety in the council's operations, and act as the Proper Officer for receipt and registration of Members' interests in accordance with the Local Authorities (Members' Interests) Regulations 1992 and the council's Register of Pecuniary Interests of Senior Staff
- Ensure that the Council is provided with appropriate legal representation or advice as necessary, either from within the division or through procurement from external sources if appropriate, and monitor the activity of, and expenditure incurred on, such services
- Have oversight of the operation of the council's committees and sub committees, and its decision-making processes and machinery, and ensure the delivery of efficient and effective democratic services to the council and elected members
- Establish effective working relationships with members, officers and customers and encourage and promote the maintenance of a high quality proactive and user-friendly culture within Legal and Democratic Services
- Manage the budgets for Legal and Democratic Services, ensuring the appropriate monitoring and financial control procedures are in place

- Ensure through negotiation and agreement with service areas that proper and adequate arrangements exist for the funding of Legal Services by way of core funding, service level agreements, and spot purchasing
- Lead the Legal and Democratic Services Management Team and co-ordinate and have overall responsibility for the delivery of efficient, effective and economic services
- Implement and keep under review the structure for Legal and Democratic Services
- Establish targets and standards in consultation with the Chief Executive/CMT and service clients and monitor performance against them
- Ensure that all activities and services are kept under review in order to comply with all legal and business requirements
- Provide a professional legal input into the corporate planning and decision making process and contribute to the achievement of the council's wider improvement and efficiency objectives
- Contribute to the work of the West London Alliance (WLA) and represent the council at relevant regional and sub-regional meetings
- Be responsible for the overall deployment of staff in Legal and Democratic Services and their appointment, discipline, health and safety, and supervision in accordance with the council's policies, procedures and values, and establish effective communications with staff
- Exercise such delegated functions and responsibilities as may be required and be responsible for the authentication of council documents
- Undertake such other duties as may reasonably be required from time to time
- Undertake the duties and responsibilities of the job within the broad remit of Council corporate policies and procedures including Customer Care, Equal Opportunities and the Council's Core Competencies

Person Specification

1. Admitted solicitor or qualified barrister
2. Detailed knowledge of local government legislation and case-law
3. Demonstrate significant post-qualification experience in the legal profession
4. Substantial management experience at a senior level in a local authority or other relevant large organisation
5. A record of achievement in managing legal services and staff, including making improvements and implementing change
6. Successful experience of managing budgets
7. Successful experience of devising and implementing business plans
8. Clear understanding of Government policies and how these may affect political management of the council and its services
9. Experience of managing staff and services in a multi-cultural setting
10. Strong interpersonal skills, ability to persuade and influence others whilst resisting inappropriate pressures
11. Able to make sound and timely decisions based on an analysis of the relevant information
12. Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups which establish confidence, credibility and trust