

# Post Specification

## Post Specification - Key Information

- **Post Title:** Lead Lawyer
- **Date:** December 2023
- **Post Group Number:** 6991
- **Job Family:** Organisational Support
- **Job Family Role Profile:** OS16
- **Final Grade:** Grade 16

To be read in conjunction with the job family role profile.

## Service Area Description

Legal & Democratic Services

## Purpose of this Post

To provide high quality, commercial and practical legal services, in particular of a high level of complexity and corporate importance, to support the Council in achieving its lawful objectives and its corporate governance.

To provide supervisory support for less experienced colleagues and leadership and development of the service for one or more specialist areas of law.

## Key Job Specific Accountabilities

1. To supervise and develop practice of designated team members in accordance with the practice standards of Legal Services.
2. To personally conduct and manage, in accordance with the practice standards of Legal Services, a caseload of files, particularly of a more complex, corporately significant and/or higher risk nature, for internal, and where appropriate external, customers, including providing representation in the courts, tribunals and at other bodies where required.
3. To provide legal advice and other relevant legal services to support strategic planning, policy formation, projects, corporate governance, decision making, review and scrutiny and to provide representation at decision making bodies, boards/panels, working groups and on external bodies as required by the role.
4. To provide leadership in one or more areas of law assisting the Senior/Group Lawyer to ensure the provision of the most appropriate and cost effective method of meeting the Council's requirement for legal services.
5. To keep under review and provide timely and practical advice to senior managers and elected members on the implications of legislation, case law and other emerging developments in the specialist technical areas relevant to the role.
6. To contribute to service planning, implementation and review within Legal Services and to the development and maintenance of high standards of legal practice management.

*Please note: Annual targets will be discussed during the appraisal process.*

### Key Facts and Figures of the Post

- **Budget Responsibilities:** Accountable to the Team Leader for the expenditure and income of the team
- **Staff Management Responsibilities:** Supervise, Support and mentor less experienced colleagues including supervision of trainee solicitors.
- **Other:** N/A

### Essential Criteria

- **Qualifications:**

The generic qualifications, experience and skills required for the role are set out in the Role Profile Description OS 16.

Admitted to the Law Society or Bar Qualification or ILEX with at least 3 years post qualification experience and entitled to hold a current practising certificate.

- **Knowledge:**

Knowledge of local government / administrative law.

- **Experience:**

Experience in at least one of the specialist technical areas of the team.

Sufficient experience as a practicing lawyer of the law, practice and procedures relevant to be able to carry out the functions and responsibilities of the role.

- **Expertise:**

Litigation specialists: sufficient experience of conducting court advocacy to be able to carry out the functions and responsibilities of the functions and responsibilities of the role.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.
- The level of check required is *(remove others not required):*

### Job Working Circumstances

- **Emotional Demands:** those arising from conducting legal cases relating to the abuse of people and animals (litigation specialisms)
- **Physical Demands:** some roles will variously involve lifting and handling of court bundles and attendance at site visits
- **Working Conditions:** mainly office based: “internally mobile” within the Council’s Agile Working policy. All roles will involve some travel to other offices within Cumbria as required.

Litigation roles will involve travel to/from courts/other hearing venues throughout Cumbria and beyond.

- **Other Factors:** N/A

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