

Post Specification

Post Specification - Key Information

- **Post Title: Senior Legal Officer**
- **Date: June 2025**
- **Post Group Number: 6995**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: 12**

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

Service Area Description

Legal and Democratic Services

Purpose of this Post

To provide legal advice, representation and conduct of legal transactions including routine and non-routine casework for and on behalf of the Council in particular but not exclusively within the relevant specialist technical area.

To provide high quality, commercial and practical legal services to support the Council in achieving its lawful objectives and its corporate governance.

Key Job Specific Accountabilities

1. To provide legal services relevant to the role, in particular, but not exclusively, within the relevant specialist technical area of the team.
2. To conduct and manage, in accordance with the practice standards of Legal Services, a caseload of reasonably complex files for internal, and where appropriate external, customers, including the provision of representation and advocacy in the courts, tribunals and at other bodies and where required, commissioning and managing external legal advice and representation.
3. To provide legal advice and other relevant legal services to support strategic planning, policy formation, projects, corporate governance, decision making, review and scrutiny within the Council and provide representation at decision making bodies, boards/panels and working groups and external bodies as required by the role.
4. To keep under review and provide timely and practical advice to Council officers and elected members on the implications of legislation, case law and other emerging developments in the specialist technical areas relevant to the role.
5. 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:** N/A
- **Staff Management Responsibilities:**
- Provide assistance and guidance to colleagues including managers
- Support and mentor less experienced colleagues including supervision of trainee solicitors

Essential Criteria

- **Qualifications:** The generic qualifications, experience and skills required for the role are set out in the Role Profile Description OS4A.
- **Knowledge:** Qualified as a Fellow of CILEX or substantial experience of working at the level required and a willingness to obtain a relevant qualification within an agreed timescale.
- **Experience:** For litigation roles, sufficient experience of conducting advocacy in courts, tribunals and/or public enquiries at the level of role to be able to carry out the functions and responsibilities of the role.
- Experience in at least one of the specialist technical areas of the team.
- Sufficient experience of the law, practice and procedures relevant to the role to be able to carry out reasonably complex case work.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Emotional demands: for litigation roles, those arising from conducting legal cases relating to the abuse of people and animals.
- **Physical Demands:** Physical demands: some roles will involve lifting and handling bundles for hearings and attendance at site visits.
- **Working Conditions:** Working conditions: mainly office based: “internally mobile” within the Council’s Agile Working policy.

Other Factors:

- All roles will involve some travel to other offices within Cumbria as required. Some roles will involve travel to/from courts and other hearing venues throughout Cumbria and beyond.