

# Post Specification

## Post Specification - Key Information

- **Post Title: Lawyer**
- **Date: June 2025**
- **Post Group Number: PG6992**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS14**
- **Final Grade:14**

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

## Service Area Description

Legal Services.

## Purpose of this Post

To provide legal advice, representation and conduct of legal transactions for and on behalf of the Council on a variety of matters which may include a high level of complexity and corporate importance. With the relevant technical specialist area of the group. 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 technical specialist area of the group.
2. To conduct and manage, in accordance with the practice standards of Legal Services a caseload of files, including complex matters, for internal, and where appropriate external customers, including providing representation 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 as well as external bodies as required for the role.
4. 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.
5. To contribute to service planning, implementation and review within legal Services and to the development and maintenance of high standards of legal services practice management.

## Key Facts and Figures of the Post

- **Budget Responsibilities:** N/A for this role.
- **Staff Management Responsibilities:**

Provide assistance and guidance to colleagues including managers.

Support and mentor less experienced colleagues, including supervision of trainee/apprentice solicitors.

Delegate less complex or administrative tasks to legal officers/assistants.

- **Other:** (Any other relevant facts and figures)

## Essential Criteria

- **Qualifications:** Professional legal qualification is essential (Solicitor, Barrister or Legal Executive) with entitlement to practice in England and Wales.
- **Knowledge:** Knowledge of local government services, as well as practice and procedures relevant to be able to carry out the functions and responsibilities of the role.
- **Experience:** Sufficient experience of working in a legal office environment
- **Expertise:** Practice standards of working in legal services in England and Wales.

## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.
- The level of check required is *(remove others not required)*:
  - DBS Basic
  - DBS Standard
  - DBS Enhanced - no barred list
  - DBS Enhanced – Adults
  - DBS Enhanced – Children
  - DBS Enhanced - Children & Adults

## 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 variously involve lifting and handling of court bundles and attendance at site visits.
- **Working Conditions:** Mainly hybrid with a requirement to travel to Council offices in Cumbria as well as travelling to/from courts/hearing venues/meetings throughout Cumbria and beyond.
- **Other Factors:** None

## Other Factors:

- Requirement to travel, and from time to time to work outside of normal office hours