



Job description	
Job title	SENIOR SOLICITOR / LAWYER (LITIGATION, EDUCATION AND CRIME AND DISORDER)
Grade	PMG 1 / SCP 350-353
Service Area	GOVERNANCE AND ASSETS
Service	LEGAL SERVICES
Accountable to	PRINCIPAL SOLICITOR (PEOPLE AND LITIGATION)
Responsible for	STAFF WITHIN THE LEGAL SERVICES' PEOPLE AND LITIGATION TEAM
Date reviewed	APRIL 2021

Purpose of the Job

The provision of proficient legal services to Elected Members and Officers of the Council

The primary role is to manage the work of the Legal Services' People and Litigation Team in relation to the delivery of the Education, Litigation and Crime and Disorder functions of the Council providing strategic legal advice and guidance to the Council and also to multi agency organisations, external bodies and partnerships where appropriate.

The post holder will be required to work closely with the Principal Solicitor (People and Litigation) in providing strategic legal advice and guidance in respect of the Education, Litigation and Crime and Disorder functions of the Council and as agreed with Principal Solicitor (People and Litigation) to act as the primary liaison point for Education, Litigation and Crime and Disorder related work with the team's clients. This will encompass leading on legal issues in relation to the work of the team and developing legal solutions and policy in response to the challenges faced by the Council.

The post holder will be accountable directly to the Principal Solicitor (People and Litigation) for these areas of work.

The post holder may be asked to be a member of the Legal Services Management Team. These responsibilities shall include attendance at weekly meetings and providing a liaison role for any additional legal support required from the Legal Services' People and Litigation Team. The post holder may be asked to undertake additional responsibilities outside of their general work area as part of the Legal Services Management Team.



Duties and Responsibilities

1. To develop, monitor and provide efficient and effective legal services to meet the needs of the Council.
2. To manage the work of the Legal Services' People and Litigation team primarily relating to the Education, Litigation and Crime and Disorder functions of the Council (both contentious and non-contentious).
3. To personally attend various strategically important boards relating to the Education, Litigation and Crime and Disorder functions of the Council (including Cabinet Member Portfolio, Executive Management Team, and [] where required) as the legal adviser unless the Principal Solicitor (People and Litigation) determines otherwise.
4. To personally attend the client interface meetings with the People and Litigation team's client to discuss progress on legal proceedings and other matters relating to the legal advice and support given to them.
5. To manage the representation by members of the Legal Services' People and Litigation team at various panels (including [] Panel), various meetings (including Elected Member briefings and such other working groups and/or corporate groups as may be considered necessary and appropriate to support the Education, Litigation and Crime and Disorder functions of the Council.
6. To personally provide high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal clients of Legal Services, primarily relating to the Education, Litigation and Crime and Disorder functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation and practice guidance but also to include such other matters as the post holder may be assigned from time to time.
7. To personally have care and conduct of a caseload of complex Education, Litigation and Crime and Disorder matters and/or proceedings.
8. To personally advise on threshold and the merits of the initiation of Education, Litigation and Crime and Disorder proceedings by or on behalf of the Council on matters for which you have been allocated and to draft and or/approve all associated application documents.
9. To ensure that the Legal Services' People and Litigation team's caseload is managed in accordance with established practice.
10. To personally advise on the initiating and making of other associated appropriate applications relating to this area of work.



11. To personally appear on behalf of the Council in relevant courts and/or tribunals on People and Litigation team matters or any other matter for which you have been allocated as and when appropriate and required.
12. To personally instruct Counsel to advise, act or appear on behalf of the Council as and when appropriate and required.
13. To direct and supervise as appropriate the work of fee earners in the People and Litigation team and the support and administrative staff, to include allocation of work, checking quality of work and providing, where appropriate, on the job training.
15. As may be determined by the Principal Solicitor (People and Litigation) to personally provide training for Elected Members and any service of the Council and/or any external client of Legal Services or Council partner as may be required.
16. To personally operate and/or undertake such systems and procedures as are deemed necessary for the effective provision of the service including those relating to the maintenance of case management information and People and Litigation team budget monitoring.
17. To personally keep and maintain appropriate legal records, including time recording.
18. To ensure compliance with the Law Society's or Bar Standard Board professional standards for Solicitors or Barristers (where appropriate) and the Council's own internal policies, rules and procedures.
19. To carry out such other duties and responsibilities appropriate to the post as may be determined by the Principal Solicitor (People and Litigation).
20. To develop exemplary legal practice Education, Litigation and Crime and Disorder functions through training and support.
21. To assist with the development of client's practice through training and support at a strategic and practitioner level.

This is not a comprehensive list of all of the duties and responsibilities which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and flexibility is required in terms of responding to changing demands in the team or in the workload of Legal Services.

Health and Safety

To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.