



Ipswich Borough Council
Job Description: K76a

**Lawyer
(non contentious practice)**

Main Purpose of Job

Provide a comprehensive legal service to all members and officers of the Council, including, representing the Council in various tribunals and public inquiries, setting up and negotiating commercial, planning and other documents and providing a legal advice service to cover the whole spectrum of legal advice according to field of expertise and generally assisting the Lead Lawyer to provide timely and well managed cost effective legal services to the council as well as other clients.

Main Duties

1. Provide a general and specialist legal advisory service to all officers and members of the Council, orally or in writing, as appropriate and urgently in emergencies as required (including advice on new legislation, Government circulars etc).
2. To advise (including attendance when required) at Council meetings on a range of legal issues relating to local authority work.
3. To be responsible to the Lead Lawyer:
 - for the effective use of and the effective operation of the case management, time recording and electronic records management system which support and enhance the efficiency and accessibility of transactional based case work, workflows and other corporate legal work;
 - to personally provide high quality accurate legal advice (orally and in writing) and undertake a range of case work compatible with the Council's policies on all legal matters relating to a local authority and undertaken by the Council (or on behalf of other Suffolk Authorities as appropriate).

4. To provide advice (attending as and when required) at business meetings, Council committees and sub committees, and including area committees (day and evening meeting attendance required).
5. Acting as advocate at Court, tribunals or public inquiries and representing the Council as legal advisor at business meetings.
6. Take instructions, issue proceedings or documents, negotiate and advice on transactional cases and settlements in line with scope of any authorisations given by Head of Corporate Services.
7. Vet reports to committee with particular reference to advising on the applicable law and monitoring compliance with policy and/or any legal implications in relation to proposed decisions making.
8. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



IPSWICH
BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title – Lawyer (contentious/regulatory practice and non-contentious practice)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none">• Qualified Lawyer Solicitor/Barrister or have attained Institute of Legal Executives (FILEX) qualification with 2 years post qualification experience.• Evidence of continuing professional development.	<ul style="list-style-type: none">• Hold the Law Society's Diploma in Local Government Law & Practice (or similar post qualification professional body training award.)	Certificates / Application Form
Relevant Experience	<ul style="list-style-type: none">• Proven experience of providing advice and representation over a range of difference fields of expertise.• Ability to develop new areas of knowledge within contentious fields of law.• Proven experience of evaluating evidence and negotiating settlements.• Ability to identify and manage risks.• Proven research skills.	<ul style="list-style-type: none">• Knowledge of council policies.	Application Form / Interview / Test
Specialist Knowledge	Have detailed specialist knowledge of at least one of the major areas of legal practice required in non-contentious practice (i.e planning/procurement/planning)		Application Form / Interview / Test
Personal skills	<ul style="list-style-type: none">• Ability to manage continually conflicting priorities and to meet demanding deadlines.• Demonstrate ability to work under pressure.		Application Form / Interview / Test

	<ul style="list-style-type: none"> • Ability to foster and maintain effective working relationships with a variety of internal and external groups and interests. • Demonstrate ability to use technology to improve business effectiveness. • Ability to communicate effectively both verbally and in writing with people of all levels, both internal and external to the organisation. • Effective project management skills. • Ability to work on own initiative and as part of a team towards agreed objectives. • Demonstrate a sound understanding of equal opportunities and diversity issues in relation to employment and service delivery. 		
Special working conditions	<ul style="list-style-type: none"> • Will be required to work outside of normal working hours and to attend evening meetings. 		