



**Manchester City Council  
Role Profile**

**Lawyer, Grade 8  
Legal Services, Children & Families (Legal) Group  
Reports to: Principal Lawyer, Children & Families (Legal) Group**

**Job Family: City Solicitors Division**

**Key Role Descriptors**

This role will be a subject matter specialist providing expert advice and support to a range of stakeholders within a specialist area to enable the delivery of service and organisational objectives.

The role holder will work in partnership with stakeholders across the organisation and beyond to support decision making and operational service delivery.

The role holder will research and be the source of intelligence within the specialist area, leading in the development, design, implementation and review of policies, procedures or strategies to ensure continuous improvement.

**Key Role Accountabilities:**

Work collaboratively to provide comprehensive and timely information and advice to stakeholders which meets customer needs,

Maintain competence in subject matter specialism, undertaking research and information gathering to ensure the Council adopts and maintains best practice in areas of specialism, providing ad hoc advice as required.

Deliver and, where appropriate lead, the implementation of assigned strategy and policy projects, in accordance with agreed time, quality, budget and other project performance criteria.

Ensure that all work is delivered in line with organisational direction of travel and agreed policies / procedures, Legal Services' Manual of Practice Management Standards and Procedures, including consideration of Public Service Reform principles.

Proactively assist the monitoring and review processes and procedures to ensure that key performance indicators are met and implement strategies and procedures to continually enhance the service.

Oversee the collation of comprehensive management information and reports, ensuring these are produced accurately and consistently.

Develop and manage relationships with other city council services and relevant partner agencies in order to challenge the way services are delivered

and establish options for improving performance to ensure high quality of service delivery and cost effectiveness.

Effectively communicate highly complex and potentially challenging messages both verbally and in writing, ensuring balanced and proportionate responses which protect the authority's interests.

Roles at this level may be required to manage a range of assigned resources. Staff management duties may be either through direct line management (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers. The roleholder will be expected to effectively co-ordinate resources to support the principals of 'joined up' response.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

### **Specific Role Accountabilities**

To have conduct, under minimum supervision of a wide range of legal case work including some of a more complex nature arising in relation to the work undertaken by the Group for children and families in public and private law pre and post proceedings

Demonstrate a knowledge of the law relating to local government responsibility for safeguarding and planning for children and political sensitivity in relation to advising on the same.

Demonstrate a good knowledge of the law relating to the disclosure of information to data subjects and partner agencies

Conduct advocacy before the Courts, which may be contested, on behalf of the Council and external clients and develop existing advocacy skills to represent the Council in more complex contested proceedings

To participate and present client training

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

## **Role Portfolio:**

The City Solicitor's Division underpins the legal, democratic and statutory functions of the Council and comprises:

- Legal Services
- Communications
- Electoral Services Unit
- Coroner's Office
- Registration Service

## **Legal Services**

Legal Services provides high-quality, value-for-money legal services to all departments of the Council. We are the largest shared legal service in the country, providing high-quality, value-for-money legal services to all departments of Manchester and Salford City Councils and Rochdale Borough Council in respect of children and adults services. It also acts for a number of external clients. We provide legal support to council objectives, and valuable input into strategic planning and policy development. The ambitions and aspirations of both councils mean that we are always busy dealing with high quality, interesting and challenging legal work.

We first achieved the Lexcel standard in 2007 and have successfully passed the annual assessment every year since then.

The service structure broadly reflects that of the Council as a whole. There are four groups:

- Neighbourhood Services;
- Regeneration Services;
- Governance Services;
- Children and Families Services.

## **Children and Families Legal Service**

At the heart of everything we do is the: -  
(1) safety and needs of children; and  
(2) legal representation of Children's Services

The role holder whilst demonstrating a working knowledge of local government law will have the ability to manage an existing wide range of legal case work with minimum supervision. You will have knowledge of the law relating to children and families and be able to develop existing advocacy skills to represent the Council in complex contested proceedings. The successful candidate will be able to evidence personal commitment to continuous self-development and service improvement.

## **Our Mission Statement is:**

- Delivering innovation and excellence in public sector legal services.

## Lawyer – Key Behaviours, Skills and Technical Requirements

### Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.

### Generic Skills

- **Interpersonal and Communication Skills:** Speaks fluently and writes convincingly and articulately being able to advise and put the case across relatively straightforward. Deals with sensitive issues in difficult situations and is aware of risk to the client, Group and Council. Expresses opinions, information and key arguments clearly with ability to negotiate agreements. Is able effectively to transfer key and complex information to all levels of staff, external agencies and bodies adapting the style of communication as necessary and ensuring that information is understood. Where necessary an ability to influence or persuade internal or external stakeholders.
- **Planning and Organising:** Excellent time management skills, maintaining focus and objectivity under various conditions and skill in maintaining a multi priority workload. Creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required. Demonstrates the ability to identify and respond to risks to the achievement of operational objectives and strategic priorities and pressure.
- **Problem solving and decision making:** Strong decision making skills with the ability to resolve complex issues in a pressurised environment. Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver logical, practical, pragmatic and acceptable solutions sometimes under pressure. Demonstrates sound judgment in escalating issues where necessary and be able to explain reasoning behind decisions or actions taken. Performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.
- **Analytical Skills:** Skills to analyse a wide range of data and other sources of information, to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgments from the available information and analysis demonstrating an understanding of how one issue may be part of a much larger system/issue. Is able to translate the associated business risks.
- **Creative skills:** Uses creative ability to find solutions and whilst considering legislation, policy and procedure is also confident in adopting and justifying novel or non-standard approaches.



- **Financial Management:** Numeracy and accuracy skills to collate information and keep accurate and reliable records to assist with the monitoring and reviewing of financial resources and monitoring procedures
- **Strategic Thinking:** Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders
- **Research and Intelligence:** Ability to conduct research using a variety of techniques, in order to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation

#### Technical requirements (Role Specific)

- Qualified Solicitor, Barrister or FILEX / FCILEx (with FILEX / FCILEx Advocacy Certificate to the specific area of work of the team, i.e. Civil, Criminal or Family)
- The role holder will be able and committed to working in a flexible manner including outside normal office hours, when the role necessitates the same.