**Manchester City Council**

**Role Profile**

**Lawyer, Grade 8**

**Legal Services, Chief Executives Directorate**

**Reports to: Principal Lawyer**

**Key Role Descriptors:**

The role holder will promote the provision of a comprehensive legal service to Manchester and Salford City Councils and external clients working within a specific area of law.

The role holder will provide effective advice on complex and sensitive legal issues in a constructive and positive manner.

The role holder will have a personal caseload of legal work relevant to a specific area of law.

**Key Role Accountabilities:**

Provide advice to clients on relevant legal issues through knowledge of policies, practices and procedures, and ensure the effective management and maintenance of case files, in compliance with specific quality assurance requirements.

Negotiate and draft legal documentation, including briefs/instructions to counsel.

Conduct litigation on behalf of the Council and external clients in the County and Magistrates Courts.

Research law and procedure to a high professional standard and keep abreast of legal developments.

Assist and co-operate with other members of the team and other officers within Legal Services and provide cover as required. Comply with the Legal Services’ Manual of Practice Management Standards and Procedures.

Undertake such other legal duties commensurate with grade as are assigned to the post holder by the City Solicitor or the Head of Legal Services, demonstrating political sensitivity at all times.

Assist with the other work of the group as required and contribute to and assume a shared responsibility for the effective running and efficiency of the team

Able to effectively influence a range of stakeholders in order to achieve beneficial outcomes for the shared legal service.

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**

Manage a case load with supervision. Conduct proceedings and act as an advocate in the County Court and Magistrates' Court dealing with most aspects of social housing law, including Housing Disrepair, Anti-social Behaviour injunction applications, Claims for Possession, Estate Management Issues and Applications for Anti-social Behaviour Orders. Act a legal adviser to Council departments and other providers of social housing, providing high level, high quality legal advice on housing law issues.

**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.**

**Lawyer** **– Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

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**Generic Skills**

* **Communication:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
* **Analytical:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Planning and organising:** Excellent time management skills, 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.
* **Problem Solving and Decision Making:** Strong decision making skills with the ability to resolve complex issuesin a pressurised environment.
* **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

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**Technical requirements (Role Specific)**

* Qualified Solicitor, Barrister or Chartered Legal Executive Advocate
* 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.
* The role holder will be a key member of the group, yet confident and able to work independently and act upon their initiative.