MANCHESTER CITY COUNCIL

Manchester City Council
Role Profile

Legal Officer (Regulatory) Grade: 6
Service: Legal Services Directorate: Chief Executives
Reports to: Group Leader – Housing and Regulatory (Legal)

Key Role Descriptors:

The role holder will provide efficient and high quality legal advice and representation for Manchester and Salford City Councils in moderately complex legal cases and will provide support to the Solicitors, and Senior Legal Officer, in the Regulatory and Enforcement (Legal) Team.

The role holder will effectively contribute to the strategic objectives and priorities of the Legal Services Directorate through the provision of efficient and effective advice and support.

Key Role Accountabilities:

To effectively case manage moderately complex prosecution proceedings as the Head or Deputy Head of the Team may determine under the supervision of the Solicitors or Senior Legal Officer as appropriate.

To be responsible for providing moderately complex, legal advice as the Head or Deputy Head of the Team may determine under the supervision of the Solicitors or Senior Legal Officer as appropriate

As directed by the Head or Deputy Head of the Team, or the Solicitors, brief counsel; arrange and attend conferences with counsel; and to attend hearings with counsel.

Where required by the Head or Deputy Head of the Team to act as a mentor to a designated trainee legal officer.

To provide high quality support to the Solicitors in the Regulatory and Enforcement Services (Legal) team, including in particular:-

- To assess evidence, and prepare, issue and arrange service of proceedings;
- To arrange for the attendance of witnesses at court;
- To prepare and update paginated bundles;
- To draft legal documentation

To assist with other work of the section as required and provide support to colleagues. To comply with the Legal Services' Manual of Practice Management Standards and Procedures.

To undertake such other reasonable legal and administrative duties as are assigned to the role holder by the Head of Regulatory and Enforcement Services (Legal) Team, Solicitors or Senior Legal Officer.

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

The role holder will have a personal caseload of legal work relevant to the specific area of law, including ability to research law and procedure to a high professional standard and keep abreast of legal developments with the minimum of supervision.

Negotiate and draft a wide range of legal documentation for the client and in preparation for and use at Court hearings, including briefs/instructions to counsel.

Represent the Councils at meetings and conferences with clients and lawayers, in respect of a wide range of Regulatory matters.

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.

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Legal Officer (Regulatory) Key Competencies and Technical Requirements

Behavioural Competencies

- •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

Generic Skills

- **Interpersonal and Communication Skills:** Ability to communicate clearly, concisely, accurately and in ways that promotes understanding. 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.
- **Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority
- **Problem solving and decision making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken
- **Analytical Skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken.
- **Creative skills:** Ability to think creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
- **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
- **Research and Intelligence:** Ability to conduct high quality 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)

ILEX Professional Diploma in Law (Level 3) or equivalent legal qualification and demonstrable experience in Regulatory and Enforcement law.

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.