

GLPC Job Description

	Job Title	Senior Homelessness/Civil Litigation Lawyer
	Directorate	Law & Governance
	Department	Legal Services
	Grade	PO6-PO7
	Reports to	Chief Lawyer Housing Litigation and Childrens Social Care
	Staffing Responsibility	Direct line reporting responsibility: Up to 4 FTE, to include lawyers and Legal assistant

Job Purpose:

To actively support the management of the department.

To provide high level and proactive expert legal advice on Homelessness/Civil Litigation to the Council, its members and officers and to be a point of contact for members and senior officers on legal matters pertaining to Homelessness /Civil Litigation.

To attend court or tribunals or public inquiries as a Senior Homelessness /Civil Litigation Lawyer and in particular, conduct high quality advocacy in the County Court, High Court, Family Court, Coroners Court, Crown Court and Magistrate Court, including all hearings up to trial and appeals and including complex hearings.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the Council and, in particular, Legal Services and the Housing Department.
2. Assist in managing and leading staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Assist in managing a customer focused service and the effective use of resources.
4. Ensure that the Legal Service's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and senior lawyer with external organisations.
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. To provide high level specialist and proactive legal advice on Homelessness /Civil Litigation to the Housing Department, the Council more widely, it's Cabinet, Committee members and senior officers and other external clients on all issues arising.
8. To advise on the Council's powers and its decision-making process with regards to Homelessness /Civil Litigation legislation and ensure the legality of its decision making.

9. To consider and give advice on committee and other similar reports and to attend committee.
10. To deal with corporate complaints and Member enquiries.
11. To provide high level input to the Housing Department policies and help develop and implement the Corporate Strategy and the performance framework alongside the Council's policies strategies and targets.
12. To deal with complex individual casework and conduct litigation arising in the area of responsibility, undertaking advocacy as may be required.
13. To contribute and assist towards the running of Legal Services as required and to provide general supervision guidance and training to lawyers within the team.
14. To keep up to date with changes in the law and other developments in this area of work, and to advise on any action to be taken as a result, and to provide training to clients or members of the team.
15. To take a lead in developing policy and good practice in the post holder's area of responsibility.
16. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
17. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
18. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
19. Undertake any other duties commensurate with the general level of responsibility of this post.

Progression to PO7 will be by demonstrating capability to handle the most complex cases without the need for counsel and managing matters which have the highest risk implications or financial or other consequences for the Council. Also, at PO7 the postholder will be expected to develop and monitor the impact of legal policy across the full range of specialist areas.

DBS Status	Not required
Politically Restricted	Yes

Person Specification

All criteria are essential	To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)
Qualifications and Professional Membership requirements: - Qualification as Solicitor, Barrister or FCILEX (with litigation Practice rights). - Evidence of significant relevant Continuing Professional Development (CPD).	A,I A,I
Knowledge (please specify all essential criteria): - Full understanding of risk management in the context of corporate governance - Detailed knowledge of Homelessness /Civil Litigation legislation, including but not limited to the Housing Act 1996, Parts VI and VII and Homelessness Act 2002, the Homelessness Reduction Act 2017, including code of guidance and case law. - Detailed knowledge of circumstances currently affecting local authorities including the Family Justice Review, Equalities Act 2010 and the Human Rights Act 1998.	A,I A,I A,I
Experience (please specify all essential criteria): - Experience of attending court as an advocate in the County Court, Magistrates Court, Single Family Court and Crown Court, including all hearings up to trial. - A track record of achievement in conducting high level and complex casework, including high risk cases. - Experience of dealing with complex cases in area of expertise. - Experience of providing advice to members of a Council/ Board Members on legal issues both in public meetings, through presentation briefing reports etc. - Experience of contributing to corporate decision making and development of corporate policy and strategy.	A,I A,I A,I A,I A,I

Skills and abilities (please specify all essential criteria):	
• Excellent communication and influencing skills, including the ability to write accurate and engaging copy/correspondence for a range of audiences, including members and the Council Management Team.	A,I
• Ability to contribute to the longer term development of the service area.	A,I
• Work collaboratively corporately and departmentally	A,I
• Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism	A,I
• High level analytical skills to identify issues and develop responses and solutions.	A,I
• High level and excellent advocacy skills and ability to have conduct of complex and high risk casework	A,I
• Ability to personally handle with minimum supervision all matters within the post holder's area of responsibility and to carry a heavy caseload	A,I