



Lawyer - Employment and Education

Reports to:	Senior Employment Lawyer		
Department:	Legal Services	Grade:	PO4/PO5
DBS Status:	Not required	Politically restricted:	Yes

Job Purpose:

1. To work in the following areas:
 - Education
 - Employment
2. To provide proactive, clear and concise legal advice and assistance to clients.
3. To supervise Senior Legal Assistants, Legal Assistants and / or trainees as directed.
4. To deputise for Senior Lawyers as and when required.

Values

Collaborate proactively.
 Lead inclusively.
 Embrace change.
 Be bold and curious.
 Celebrate and share our success.

Job specific roles and responsibilities

1. Provide specialist legal advice and assistance on all issues arising within the post holder's area of responsibility
2. Personally conduct advocacy on behalf of the Council and instruct counsel as appropriate.
3. Approve or amend legal aspects of reports to be submitted to members requiring decisions and attend committee and other meetings to give legal advice as necessary.
4. Provide proactive legal advice and assistance to meet the needs of members and officers and assist with client liaison.
5. Contribute towards the running of the team and Legal Services.
6. Actively contribute to developing policies and good practice.
7. Provide cover as necessary for other areas within Legal Services as a whole and to deputise for Senior or Chief Lawyers as required.
8. To support with strategic and corporate legal work.
9. To deal with individual case work and prepare associated documentation.
10. To advise on disputes with third parties on behalf of the council.
11. To advise on the council's powers and ensure the legality of the council's decision making.
12. To handle complex litigation arising within the areas of responsibility, including judicial review, undertaking advocacy and to instruct counsel where necessary.
13. To deal with corporate complaints and Members enquiries, data protection and FOI requests.
14. Keep up to date with changes in the law and other developments in the area of work allocated, to disseminate information on changes and advise on any action to be taken as a result.
15. Provide training to members, clients or members of the team.
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 scale PO5 at the appropriate time will be subject to the post holder demonstrating that s/he is capable of handling cases or projects that are more complex or which have a greater level of financial or operational risk attached to them.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Admitted Solicitor, Barrister or FILEX
2. Thorough knowledge of Employment litigation and general advice on large scale restructures, redundancies and TUPE

Experience

3. Relevant post qualification experience in the legal profession.
4. Substantial relevant experience in the legal profession (preferably within the last 2 years) handling at least one of the below areas:
 - Employment
 - Education - SEN
5. Experience of contributing to corporate decision making and development of corporate policy and strategy.

Skills and Abilities

6. Ability to personally handle with minimum supervision all matters within the post holder's area of responsibility and to carry a heavy caseload
7. Ability to assist with the development of policy
8. Good presentation skills, including the ability to communicate clearly and concisely in writing and orally
9. Ability to give clear and proactive legal advice in a manner which supports clients in achieving their organisational objectives
10. Ability to prepare cases for hearings
11. Ability to appear as an advocate
12. Ability to analyse information, evaluate evidence, solve problems and present solutions at an appropriate level
13. Ability to provide advice and present arguments in a confident, articulate and persuasive manner
14. Ability to prepare and advise on the preparation of reports to members and officers, to present reports to senior officers and members and to advise on clients' decision-making processes.
15. Ability to prepare or advise on the preparation of reports to Committee in respect of legal procedural or policy matters.
16. Ability to supervise the work of more junior staff and give guidance and training to others
17. Ability to develop and maintain good working relations with clients
18. Ability to handle complex legal matters within area of responsibility.

19. Ability to instruct Counsel, attend conference with Counsel and attend in courts, tribunals and inquiries.
20. Ability to deputise for Senior and Chief Lawyers

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs