

Job Description and Person Specification

Principal Lawyer -Property, Planning
& Regeneration

A Lambeth to be proud of



Job Title: Principal Lawyer – Property, Planning & Regeneration

Department: Finance and Governance

Division: Legal & Governance

Business Unit: Legal Services

Grade: PO9

Reports to: Assistant Director

Responsible for: Senior Lawyers x2 Lawyer x1 Paralegal

Context

Job Purpose

- To assist the Assistant Director and the departmental management team in ensuring the Council receives high-quality cost-effective solutions driven legal services that enables it to determine its policies and achieve its objectives within the scope of its powers and capabilities.
- To provide operational and strategic vision, strong leadership and support as a key management role, and be accountable within Legal Services in relation to property, planning and regeneration, and to be responsible for a professional team of staff specialising in these areas of work.
- To be the corporate strategic legal lead officer on behalf of the Assistant Director Legal Services in delivering expert advice and legal support to the Council in the areas of property, planning and regeneration and such other areas as are allocated from time to time.

Responsibilities

1. To lead and manage a team of lawyers and support staff delivering a high quality, sustainable legal service that complies with the statutory framework and meets the Council's statutory and contractual obligations, provide leadership, continued professional development and performance management and monitor the chargeable hour's targets for the team.
2. To work collaboratively with the Legal Services management team, specialist lawyers and other senior lawyers to ensure a consistent and strategic approach to the delivery and co-ordination of business driven working practices and procedures for the services provided
3. To personally conduct a caseload of more complex matters including conduct of cases in courts and tribunals; in a specialist field of practice [Property Planning & Regeneration], providing advocacy and leading departmental projects.
4. Provide professional expertise within the area of specialism and politically sensitive matters, involving complex legal argument and advice on risk and management strategies to senior Officers and elected members.
5. To draft reports and provide legal implications and advice on decision reports taking into account the constitutional, risk and corporate governance context.

6. To deputise for the Assistant Director and as required, to represent the interests of the Director of Legal & Governance and promote Legal Services across the Council's leadership team, delivering strategic legal vision and direction to significantly impact across a range of services, interpreting policy advice, and informing and advising departmental management teams.
7. To identify matters which have corporate governance, propriety or probity implications and report them to the Assistant Director (and the Monitoring Officer where appropriate).
8. To attend as legal advisor at meetings including Cabinet and other Committees & Sub-Committees, Steering groups and Boards (including meetings outside of normal working hours).
9. To lead on the development and delivery of relevant strategies, policies and departmental projects that secure the achievement of key service and Council objectives.
10. To lead on behalf of Legal Services in such corporate projects and initiatives as required from time to time.
11. To build and maintain credible professional relationships with Council colleagues, elected members, external partners and stakeholders.
12. Maintain good governance and implement new procedures in accordance with changes in new legislation, revised council policy or generally including the review of charges imposed in relation to specific services.
13. To provide effective strategic management of the Housing & Litigation team in collaboration with the operational management team.
14. To set high professional standards and ensure they are met by undertaking effective management of staff and direct reports by supervision and performance management in line with HR policies.
15. To lead on behalf of the Legal Service to achieve the goals set out in its Business Plan including participating in projects to ensure the continuous improvement of the Service
16. To ensure continuous improvements within the area of expertise, and that the service is responsive to the changing environment.
17. To provide regular reports to the Assistant Director and client Department in relation to performance and costs as and when required.
18. To promote and carry out all duties in accordance with the Council's equality and diversity policies, contract standing orders, health and safety, security, data protection, codes of practice, and financial regulations and undergo such training as may be required.
19. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
20. To undertake other duties and tasks as determined by the operational needs of the Legal Service within the grade of the post as may be allocated from time to time.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (ü) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Key Knowledge	K1	Significant and in-depth knowledge of all aspects of property, planning and regeneration; governance and current and emerging case law guidance and best practice	✓A
Relevant Experience	E1	Extensive and relevant experience working as a solicitor/barrister or CILEX in the field of property, planning and regeneration in a local government setting	✓A
	E2	Substantial experience of leading and managing professional teams and proven track record in building and sustaining effective relationships with colleagues, clients and external stakeholders.	
	E3	Experience of leading teams working within the Law Society's 'Lexcel' practice management standards and maintaining quality assurance standards in service delivery	✓A
	E4	Significant experience of performance management and development of staff in a legal setting	✓A
	E5	Experience of using Word, Excel, Power Point and electronic case management systems	
Qualification		Qualified Solicitor, Barrister or CILEX with or eligible to apply for a current practicing certificate (or equivalent qualification)	✓A

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.