

Job Description and Person Specification

Housing & Litigation Lawyer

A Lambeth to be proud of



Job Title: Housing & Litigation Lawyer

Grade: PO3 - PO5 (dependent upon experience)

Department: Communities Governance and Change

Division: Legal and Governance

Reports to: Senior Lawyer /Senior Housing Manager

Responsible for: Providing support and guidance to less experienced staff

Context

Our One Lambeth agenda recognises the need for a significant shift in the way we work – a stronger grip on delivery, promoting shared ownership of our priorities across the council; changes to how we empower and work with our communities; and putting equity and justice at the heart of all we do.

A new Communities, Governance & Change Directorate has been established to strengthen capacity and resource at the centre of the Council.

The function of the centre is not just to ensure effective use of budgets and decision-making: our 2030 aspirations and the priorities in our Corporate Delivery Plan place a significant premium on coming together as One Lambeth, being ambitious for our borough and changing how we work with our communities as partners to bring about change. We need to make sure we have capacity and accountability in the system to bring people together to do this important work including:

- Ensure a relentless focus on our Lambeth 2030 aspirations with collective ownership and improved delivery of priorities, driven by a strong centre
- Bring people together across the Council to tackle and make progress against shared priorities, including our commitment to becoming a Borough of Equity & Justice
- Coordinate a more joined up offer to the community around engagement, funding, access to help and support that puts our communities, their experiences and outcomes to the fore of our approach
- Inject challenge into the system, ensuring robust governance and delivering change

Job Purpose

To support the Principal Housing & Litigation Lawyer and the Senior Housing Manager / Senior Lawyers in ensuring that the council receives cost-effective, high-quality, solutions focussed housing related legal advice, and in providing an advisory, litigation and advocacy service and such areas and projects that are allocated from time to time.

To ensure that all work is carried out to the requirement of relevant client departments and to appropriate professional and quality assurance standards.

Responsibilities

Key Accountabilities for PO3

1. To undertake all work, including, inter alia, the settling of pleadings, preparation for hearings, provision of advice and representation of the Council in all courts, Tribunals and Inquires to the appropriate professional standards in all aspects of housing litigation (tenancy, possession proceedings, disrepair, anti-social behaviour and injunctions).
2. To provide advice to the Council with new and proposed changes in legislation, case law and other developments that may have an impact on the Council.
3. To undertake tasks and projects as allocated by the Principal Lawyer in accordance with instructions.
4. To maintain effective relationships with client departments and external stakeholders.
5. To assist in the development of and to operate and be conversant with all information technology systems used for the work of the team.
6. To ensure that performance targets are met.
7. To 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.
8. To liaise with professional bodies, research institutions, Counsel, the Council's Chief Officers, elected members and other external organisations as required from time to time.
9. To manage own professional development, keep up to date with relevant statutory legislation, regulations, standards, service developments and initiatives and the council's policies and procedures to provide high-level legal advice to client departments.
10. To identify matters which have corporate governance, propriety or probity implications and report them to the Assistant Director (and the Monitoring Officer where appropriate).
11. 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.
12. To undertake advocacy in uncontested hearings in the Magistrates and County Court.
13. To undertake other duties and tasks as determined by the operational needs of the Legal Service as may be allocated within the grade of the post.
14. To report and respond to safeguarding, GDPR and inequality concerns that may be identified and contribute as appropriate to the investigation of those concerns.

15. Ensure through all your work you are committed to all aspects of inclusion and diversity and take responsibility for tackling racism and promoting good community relations.

Key Accountabilities for PO4

16. All of the accountabilities for PO3 as well as:
17. To provide legal advice to Committees, sub-Committees and working parties and to write reports to such bodies or provide legal advice on such reports as required by the Principal Lawyer from time to time.
18. To undertake advocacy at hearings in the Magistrates Court and County Court.
19. To contribute to the development of the Legal Service through identifying opportunities for improvement and contributing to the design and delivery of the Business Plan
20. To participate in the recruitment of staff.

Key Accountabilities for PO5

21. All of the accountabilities for PO3 and PO4 as well as:
22. To conduct complex and substantial legal work and advocacy in civil and housing litigation including homelessness and judicial review with minimal supervision.
23. When required to supervise trainees, other staff, apprentices and work experience placements who may be assigned to the team from time to time.
24. Attendance as legal advisor at Cabinet, Committee/Sub-Committee meetings (which may be held outside standard working hours) from time to time as directed and required.
25. To provide legal advice to Chief Officers, senior managers and elected Members on complex areas of law and policy in private and public meetings as required from time to time.
26. To deputise for the Principal Lawyer at meetings, Committees and Board meetings as required from time to time as directed/required.
27. To represent Legal Services on corporate projects and initiatives as required from time to time.

PERSON SPECIFICATION
Housing & Litigation Lawyer (PO3-PO5)

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| <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" (✓) on the person specification when you complete the application form.</p> | | | Shortlisting Criteria |
| <p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p> | | | |
| Key Knowledge | | | |
| | Q1 | Qualified Solicitor, Barrister or CILEX (or equivalent | ✓ A |
| Key Knowledge | | | |
| | K1 | PO3 Thorough up to date knowledge of all aspects of housing litigation and law | ✓ A |
| | K2 | PO4 Proven knowledge of the local government decision making framework and relevant current and emerging legislation, case law, guidance and best practice | ✓ A |
| | K3 | PO5 Significant specialism and in-depth knowledge in housing and civil litigation including housing, homelessness, judicial review and complex civil litigation | ✓ A |
| Relevant Experience | | | |
| | E1 | PO3 Post qualification experience working as a solicitor/barrister or CILEX in the field of housing law, including relevant advocacy experience, preferably in local government. | ✓ A |
| | E2 | PO4 Significant post qualification experience working as a solicitor/barrister or CILEX in the field of housing litigation, including relevant advocacy experience in local government. | ✓ A |
| | E3 | PO5 Substantial and advanced post qualification experience working as a solicitor/barrister or CILEX in the field of housing, homelessness, complex civil litigation including relevant advocacy experience, in local government. Experience of supervising and/or line management of staff. | ✓ A |

CORE VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

- 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.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- 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.