

JOB DESCRIPTION

Job Title:	Senior Lawyer and Deputy Monitoring Officer (Governance)
Office:	Pathfinder Legal Services Limited
Reports to:	Head of Service (Governance)
Grade:	E
Location:	Shefford (but with to travel to other offices as required)
Hours:	Full Time (37 hours)

OVERALL PURPOSE OF THE JOB

1. To provide a range of public sector and not for profit clients with a professional and innovative legal service predominantly regarding governance general local government and administrative and constitutional law and other areas of legal practice where necessary.
2. To be the Deputy Monitoring Officer for Central Bedfordshire Council.
3. To draft, prepare and comment on committee reports, policy documents and other briefing papers.
4. To uphold high standards of conduct and ethics by elected members and to advise officers and members on conduct and constitutional issues.

MAIN ACCOUNTABILITIES

1. To act as a legal advisor to the client organisations in governance and other corporate or constitutional and administrative matters to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations.
2. To act as Deputy Monitoring Officer for Central Bedfordshire Council and legal advisor for Committee meetings, informal meetings and working parties as required.
3. Act as a source of legal advice and support to any of the client Committees and Directorates as directed to cover the absence of colleagues.
4. To represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.
5. To support the Pathfinder Legal Services Ltd Leadership team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.
6. To promote Pathfinder Legal Services Ltd and to identify further areas of development to both existing and potential work streams.

7. To support the Pathfinder Legal Services Ltd Leadership team by complying with all of Pathfinder Legal Services' practice management requirements including time recording and billing, SRA Compliance, Lexcel and other accreditation schemes.
8. To support the Pathfinder Legal Services Ltd Leadership team in developing and maintaining effective partnerships, networks and joint working arrangements to ensure the most effective provision of Legal Services to meet the needs and aspirations of clients.
9. To contribute to the development, training or mentoring of colleagues where required.
10. To supervise other members of the team in a line management capacity where required.
11. To deputise for the Head of Service (Governance) and Monitoring Officer where required.
12. Develop, provide legal input and deliver training courses to relevant persons to increase the client's and elected members awareness of relevant legal issues and to increase their self-sufficiency.
13. To carry out such other legal work and other tasks as required by the Director of Pathfinder Legal Services Ltd, Heads of Service or Principal Lawyer from time to time including work within other unrelated legal fields.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Senior Lawyer and Deputy Monitoring Officer (Governance)	REPORTS TO:	Head of Service (Governance)
SERVICE:	Governance		
GRADE:	E	LOCATION:	Sheffield (but with to travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Qualified and practising Solicitor, Barrister or Chartered Legal Executive, for at least ten years. 	<u>Desirable</u> <ul style="list-style-type: none"> Diploma in Local Government Law
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> An experienced Deputy Monitoring Officer or governance lawyer. Experience of advising elected members, Committees, working groups and project boards. Knowledge of Constitutional Law and Monitoring Officer role. Ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law. 	<u>Desirable</u> <ul style="list-style-type: none"> At least 2 years post qualification experience gained in a Local Authority setting. Knowledge of and ability to investigate standards complaints and related matters. Experience of providing advice at Committees, working groups and project boards

- Advocacy experience.

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SKILLS

Essential

- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to work unsupervised and decisively to provide sound and clear advice on own initiatives
- Ability to work under pressure and meet tight deadlines
- Ability to plan and prioritise work effectively to meet own objectives and those of the team
- Ability to adapt to change
- Flexible approach to team work with a willingness to provide cover in colleagues' absence and to pick up work outside of own specialism if necessary
- Ability to learn and master new areas of law and legal practice quickly
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently
- Ability to travel to meetings at client offices, to attend evening meetings and to work in other locations and outside of normal working hours when necessary.
- Drive, enthusiasm, versatility and self-motivation

IT Skills:

- Microsoft office.
- Internet search and retrieval.
- Bespoke software including performance and case management.

Desirable

- Flexibility with office hours – working to the demands of the job.
 - Ability to train, coach and mentor colleagues within the team
 - Ability to develop and express creative proposals for continuous improvement of services
 - An approach to problem solving that demonstrates an awareness of the Council's corporate priorities
 - A commitment to Lexcel / Quality Management Standards
- Experience of devising and delivering legal briefings and/or training programmes

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of, and commitment to, health & safety