

JOB DESCRIPTION

Job Title:	Lawyer / Senior Lawyer (Practice Area: Litigation)
Office:	Pathfinder Legal Services Ltd
Directorate:	Community Care and Litigation
Reports to:	Principal Lawyer (Practice Area: Litigation)
Grade:	C:6 - E
Location:	Shefford/ Northampton/ Huntingdon (With travel to other offices as required)
Hours:	Full Time (37 hours)

OVERALL PURPOSE OF THE JOB

To provide a range of public sector and not for profit clients with a professional and innovative legal service predominantly in respect of civil and criminal litigation, employment and education matters, and other areas of legal practice where necessary.

MAIN ACCOUNTABILITIES

1. To provide legal advice and services to client organisations on a wide range of public law and litigation matters, including civil actions and judicial review matters to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations.
2. To attend courts and tribunals undertaking advocacy where required.
3. To supervise junior members of the litigation team to ensure the provision of high quality, well researched and comprehensive legal advice within the timescales required by the client or the courts.
4. To act as a legal advisor to client organisations to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations.
5. To 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.
6. To represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.
7. To support the Pathfinder Legal Services Leadership team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.
8. To promote Pathfinder Legal Services and to identify further areas of development to both existing and potential work streams.

9. To support the Pathfinder Legal Services Leadership team by complying with all of Pathfinder Legal's practice management requirements including time recording and billing, SRA Compliance, Lexcel and other accreditation schemes.
10. To support the Pathfinder Legal Services 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.
11. To deputise for the Principal Lawyer (Litigation) where required.
12. To develop and provide legal input and deliver training courses for a range of professional clients to increase awareness of relevant legal issues and to improve their self-sufficiency.
13. To contribute to the development, training or mentoring of colleagues where required
14. To ensure the effective identification and management of risks associated with the relevant areas of legal practice.
15. To carry out such other legal work and other tasks as required by the Director of Pathfinder Legal Services, Heads of Service or Principal Lawyer from time to time including work within other unrelated legal fields.
16. To act as an authorised signatory for an appropriate shareholder client.
17. To buddy, train and support colleagues.

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:	Lawyer / Senior Lawyer (Practice Area: Litigation)	REPORTS TO:	Principal Lawyer (Practice Area: Litigation)
SERVICE:	Community Care and Litigation	OFFICE:	Pathfinder Legal Services Ltd
GRADE:	C:6 - E	LOCATION:	Shefford/ Huntingdon/ Northampton (With 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"> Solicitor of the Supreme Court of England and Wales or member of the Bar who has completed pupillage. 	<u>Desirable</u>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Extensive experience of advising on, preparing and presenting civil and criminal cases, both contentious and non-contentious. Ability to conduct legal research, interpret legislation and summarise the key points of relevant case law and legislation in a client friendly way. Ability to develop excellent client relationships and identify areas for improvement in service delivery and expansion of work. 	<u>Desirable</u> <ul style="list-style-type: none"> At least 2 years post qualification experience preferably gained in a Local Authority setting. Experience of line managing and supervising people.

- Experience and demonstrated understanding of the local government legal framework including the relevant practice and policy issues in relation to a at least three of the following areas of litigation work:-
 - Insurance claims
 - Contract and commercial disputes
 - Debt recovery
 - Trading standards
 - Judicial review
 - Property and housing enforcement and possession
 - Education and special educational needs
 - Employment
 - Licensing
 - Environmental issues
 - Benefit fraud
 - Planning and enforcement and prosecutions

SKILLS

Essential

- Excellent communication and interpersonal skills
- Commitment to excellent customer case and continuing service development
- Ability to provide sound and clear legal advice both verbally and in writing
- Ability to work under own initiative and to anticipate challenges and deal with them pro-actively
- Time management skills with ability to work under pressure to meet tight deadlines and to deal effectively with competing priorities
- Ability to lead and motivate others
- Demonstrates an enthusiastic, adaptable and positive attitude towards work
- Team player with ability to plan and prioritise work effectively to meet own objectives and those of the team
- 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

Desirable

- Flexibility with office hours – working to the demands of the job – and ability to attend evening meetings if required
- 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
- Experience of time recording

- Ability to learn and master new areas of law and legal practice quickly
- Ability to travel to meetings at client offices and to work in the other locations when necessary
- I.T skills including Microsoft Office, internet research and retrieval and bespoke software such as case management/ performance management systems.

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