



JOB DESCRIPTION

**Form
JD1**

3.	SUPERVISION / MANAGEMENT OF PEOPLE No. reporting – Direct: None Indirect: None The post-holder will supervise the work of the Property Legal Assistants.
4.	CREATIVITY & INNOVATION The post-holder will undertake work that requires a highly imaginative and innovate approach to the resolution of difficult legal issues in a number of separate and diverse areas of law. The post-holder is required to have excellent problem solving skills to explore and identify, without guidance, appropriate and imaginative solutions to a variety of non-routine legal problems raised by client departments within a wide range of designated work areas. The post - holder is regularly presented with the unique and highly complex situations that require rapid and detailed analysis in determining options. The post-holder is required to give strategic advice to senior colleagues and management as and when sought, both verbally and in writing. The post-holder is required to be imaginative in negotiating commercial agreements and the resolution of contentious matters on behalf of client departments. The post-holder is required to make a pro-active contribution towards the development of new and innovative processes of work methods and protocols for the discharge of the Council's statutory functions, duties and responsibilities in the designated areas of work. The post-holder is required to comprehend complex new legislation and to develop its application for the benefit of the Council. The post-holder is required to draft, adapt or improve highly complex and challenging contracts and other commercial agreements.
5.	CONTACTS & RELATIONSHIPS <u>Internal</u> Occasional contact with the Chief Executive; regular contact with Directors, Heads of Service, Senior Managers and other officers within the Council, to provide professional legal advice. <u>External</u> Regular contact with external solicitors, Counsel, other Local Authority officers and external partners. Regular attendance at Law Society professional special interest group. The post-holder will be required to develop effective professional working relationships of trust and co-operation with both internal and external contacts.

6. DECISIONS – discretion & consequences

Discretion

Subject to the constitution and City of York Council's policies, the post-holder has wide discretion on the legal matters within the post-holder's area of expertise.

The post-holder often needs to respond to urgent requests for legal advice and assistance without reference to others.

The post-holder will be responsible for managing and prioritising their own work to ensure a responsive legal service that meets the needs of the client department.

The post-holder has a wide discretion concerning the interpretation of the law and the examination of various options and solutions. The post-holder is regularly required to exercise judgement and recommend appropriate courses of action across a wide range of subject areas.

The post-holder has wide discretion in the structuring of commercial agreements.

The post-holder has some discretion in the negotiation and resolution of commercial conflicts and disputes.

Consequences

The post-holder has direct influence and input into day to day impartial decision making and the smooth running of the Council by the submission of specific legal advice in the designated work areas.

The quality and success of the post-holder's professional decisions and support have a positive impact on the reputation and success of the Council by ensuring that the Council acts in a lawful manner and is not vulnerable to legal challenge.

Contracts and commercial agreements entered into by the Council must be properly drafted, prepared and executed in order to achieve their intended purpose and to protect the Council from legal challenge or judicial review.

The consequences of inappropriate courses of action are considerable in terms of their consequential legal risk and potential financial impact on the Council and on its reputation.

Expert legal advice on major policies and procedures of the Council in the designated areas of work contributes to more robust policies which are less likely to be challenged.

7.	<p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <p><u>Description</u> <u>Value</u></p> <p>None</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <ul style="list-style-type: none"> • The post-holder will be required to prioritise conflicting demands from various client departments in a flexible, adaptable and responsive approach. • High level of responsiveness is required to reprioritise workload and adapt to constant interruptions and requests for legal advice and assistance. • Must meet deadlines and timescales, many of which are fixed and statutory. • The post-holder will be fully aware and committed to the development and delivery of legal advice to meet the Council's needs. • Some work outside normal office hours may be necessary to support the proper functioning of the Council. <p>Physical demands</p> <ul style="list-style-type: none"> • Need to lift and carry heavy files and documents occasionally. <p>Working conditions</p> <ul style="list-style-type: none"> • Normal office environment <p>Work context</p> <ul style="list-style-type: none"> • No significant risks to personal safety or well-being arising from the working environment are envisaged.
9.	<p>KNOWLEDGE & SKILLS</p> <p><u>Qualification</u> Admitted as a Solicitor or qualified Barrister or, in exceptional circumstances, a person not qualified as above, with substantial experience of conducting commercial, contract and procurement transactions.</p> <p><u>Knowledge</u> Sound, recent and detailed knowledge in the following areas:</p> <p>Commercial agreements High value, complex contracts Public procurement law Commercial property law Public private partnership arrangements</p>

Company law
Charities and Trusts
PFI projects
Major project work
Local Government law and finance

Skills

A high level of problem solving skills, deploying these on behalf of the client service where necessary and including the ability to plan long-term solutions.

Undertaking the responsibilities of the post with a high degree of initiative and responsibility.

A high level of written and oral presentation skills demonstrating an understanding of the relevant law.

Ability to draft, negotiate and interpret complex commercial documentation.

Conducting meetings and making presentations.

Working in multi-professional teams at a senior level, contributing legal advice and problem solving.

A high level of reasoning and negotiating skills.

Undertaking a high, demanding and varied workload meeting all required deadlines. Able to set and adhere to priorities for conflicting demands of the work accordingly.

Able to undertake the work required with minimum supervision and direction.

General skills relating to self-management at work and workload management.

Applying learning from complex training to carry out the responsibilities of the job.

Anticipating and interpreting new legal developments regularly.

Good research and analytical skills.

Good computer and internet skills.

The ability to work as part of the legal team and a willingness to seek improved ways of working.

10. Position of Job in Organisation Structure

