**JOB**

## OUTLINE

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| **Directorate: Resources** | **Section: Legal Services** |
| **Post No:** **RELE01007** | **Designation:** **Lawyer (Planning & Regulatory)** | **Grade: 12****SCP 34 - 37**  |

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| **Purpose of Job:**To provide a cost effective and high quality Legal service to the Council in Planning and Regulatory law to the services agreed performance standards. |
| **Main Duties/Responsibilities:****Professional*** To effectively carry a mixed case load with sole conduct of matters relating to planning and/or regulatory functions.
* To undertake research, to assist other lawyers in the team, to provide advice to the Council in areas of planning and regulatory law specifically, and local government law generally.
* Draft planning agreements, enforcement notices, regulatory orders and notices, instructions to Counsel and reviewing and drafting reports.
* To provide high level accurate legal advice and guidance to team members, client officers in planning and regulatory law, and other general matters.
* Preparation of committee reports and attendance at Council committees/meetings as directed and required.
* To periodically review all standard documents utilised in the section to ensure that they are up to date and identify appropriate improvements in processes and procedures relevant to the section.
* To provide full, detailed and effective management information including case updates as directed on a regular basis.
* To continue the development of performance standards and the achievement of external accreditation.
* To attend client liaison meetings and Corporate group meetings as required.
* Responsible for ensuring that the Council’s officers and Members are appraised of changes in the law in the areas of responsibility.
* Advocacy in the Magistrates’ Court and/or County Court.
* To undertake any other reasonable duty within the overall job objective as required commensurate with the grade.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to provide equality and all employees must be aware of that duty and work to the Council’s equality standards. |
| In addition, other duties at the same level of responsibility may be allocated at any time. Date Produced: February 2024 |