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# JOB OUTLINE

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| **Directorate**: RESOURCES  | **Section**: LEGALS SERVICES |
| **Position Ref**: RELE01004  | **Job Title**: LEGAL SERVICES MANAGER | **Grade**: 15**SCP**: 42-43 |

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| **Purpose of Job**:To lead and manage the activities of the Legal Services section providing legal advice to the Council’s Members and Officers. To support the provision of practical and proactive advice in relevant areas of legal work, to enable the Council to progress with its Coprporate priorities.To act as the Council’s Deputy Monitoring Officer |
| **Main Duties/Responsibilities**:1. To lead and manage the Legal Services section so as to ensure the delivery of an efficient, effective and proactive legal service to the Council, including:
* Supervising, supporting staff and managing staff performance.
* Carrying out staff performance development reviews and overseeing staff training and development, taking into account their identified training and development needs and their relevance to the section’s objectives.
* Preparing Service Delivery plans, setting objectives and perfomance indicators for the section and monitoring / evaluating delivery having regard to the need to provide (and demonstrate the provision of) a high quality, cost effective service.
* Communicating Council priorities and polices, including those relating to Health and Safety, Equal Opportunities, Customer Care and effective communication.
* Managing, and working within, the budgets set for the section.
* Being a role model for the Council’s Corporate priorities.
* Taking an innovative approach and keeping working methods and procedures under regular review, with a view to finding smarter ways of working and more effective ways to meet client needs.
1. To act as the Council’s Deputy Monitoring Officer
2. To undertake legal work on behalf of the Council including:
* Representing the Council before courts, tribunals and public enquiries as appropriate and conducting both civil and criminal matters, including enforcement and housing.
* Advising on potential prosecutions including enforcement and housing matters.
* Advice on local government law and decision making generally, including judicial review.
* Attending and advising at working groups as required.
* Delivering training on legal topics for Members and Officers.
1. To work collaboratively and in teams with colleagues from other departments.
2. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
3. To undertake duties as required by the Assistant Director (City Solicitor and Monitoring Officer).
4. To assess the Legal Services section’s performance.
5. To participate in development opportunities to ensure that all employees in the Legal Services section are employed to their full potential within budgetary constraints.
6. To deal with colleagues openly and respectfully at all times.

 *NB: The Council is an equal opportunities employer and service provider. The Council has a statutory duty to promote equality. 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: 01 April 2025** |

Position in Departmental Structure