

CASTLE POINT BOROUGH COUNCIL.

SUPPORT SERVICES.

JOB PROFILE 2019/2020

<u>POST NO.</u>	LGO3
<u>DESIGNATION</u>	LEGAL EXECUTIVE
<u>GRADE</u>	30-36
<u>RESPONSIBLE TO</u>	HEAD OF LAW
<u>LIAISE WITH</u>	The Director of Legal & Support Services; other Officers; Elected Members; external Solicitors; Counsel, Government Depts. external bodies and other stakeholders
<u>PURPOSE OF JOB</u>	To contribute to the provision of a comprehensive and effective legal service to the Council and its Officers and to support the Head of Law
<u>MAIN ACTIVITIES</u>	<p>To carry out the following tasks with minimum supervision:</p> <ol style="list-style-type: none">1. To contribute to achieving the Council's corporate objectives and priorities2. To contribute to the Council's agenda for achieving continuous improvement in service delivery and any external performance assessments3. Dealing with legal proceedings issued by and against the Council to include:<ul style="list-style-type: none">• Prosecutions and Appeals in the Magistrates Court• County Court actions• Possession proceedings• Applications before the Employment Tribunal

	<ul style="list-style-type: none"> • Bankruptcy Petitions <ol style="list-style-type: none"> 4. Provision of high quality legal advice to the Council and all its Departments and Officers. 5. Advising on information requests and data protection matters pursuant to the General Data Protection Regulations and Data Protection legislation 6. Advising on housing and homelessness matters 7. Conveyancing and other activities associated with land and property including council houses sales, leases, easements, licences and compulsory purchase. 8. To prepare reports for Committee and attend Committee, where necessary, to present recommendations to Members. 9. To research and assist with the proper implementation of legislation affecting the Council including, where appropriate, the seeking of Counsel's opinion on the effect of statutory enactments and caselaw. 10. To provide assistance to the solicitors and other legal officers employed by the Council. 11. Any other duties consistent with the post holder's responsibilities, qualifications and experience, relevant to the purpose of the job as may reasonably be requested by the Head of Law, to include legal training and professional development particularly to ensure that legal services meets the SRA competency requirements in the standard of delivery of legal services to its client(s)
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COMPETENCIES

ORGANISATIONAL AWARENESS AND “JOINED UP” THINKING

- Organisational Awareness
- Working Across Boundaries
- Awareness of External Environments
- Strategic Thinking

MEASURES

1. You understand the overall functions, aims and direction of the Council and its strategic objectives, priorities and action plans
2. You understand and use the links between your own and your service objectives and those of your wider service area and the organisations key objectives
3. You understand how the Council’s political and decision making framework operates
4. You are aware of internal politics and changing dynamics within the Council and you are able to achieve appropriate objectives
5. You are involved in support networks and strategic or project groups within the Council
6. You are aware of issues involved in local, regional and national networks and also of issues outside the Council and how these impact on the Council
7. You are able to think beyond day to day operations and you will have a sense of vision and longer term possibilities within your own service areas and within the Council

CUSTOMER/CLIENT AWARENESS

- Understanding Customer/Client Needs and Expectations
- Developing and Using Customer/Client Service Standards
- Awareness of Equality and Diversity Issues in Service Delivery
- Providing Valued Services
- Using Customer/Client Feedback in Continuous Improvement
- Commercially Astute

MEASURES

1. Seeks out and listens to the needs/views of a wide range of customers/clients
2. Considers the implications of customer/client views on business plans and services being provided, and modifies/recommends changes to these as appropriate
3. Develops clear customer service standards and ensures that self and other staff work to these
4. Is constantly mindful of equality and diversity issues in providing services and seeks to avoid unwitting discrimination
5. Provides services which have been designed to meet customer needs and

<p>expectations and which conform to the highest professional standards, within a framework of accountability to stakeholders</p> <ol style="list-style-type: none"> 6. Seeks regular feedback from customers about services provided and uses this to undertake/recommend continuous improvement to services 7. Understands the demands and approach of private sector organisations
<p><u>PROFESSIONAL AND TECHNICAL</u></p> <ul style="list-style-type: none"> • Qualifications to do the job • Relevant Planned Experience • Continuous Professional/Technical Development • Planned Career Development • Awareness of similar roles in other organisations
<p><u>MEASURES</u></p> <ol style="list-style-type: none"> 1. Possesses, or is studying for, qualifications relevant to the competent performance of the job 2. Possesses the necessary experience, or is actively gaining it in a planned way, in order to undertake the role effectively 3. Engages in continuous development activities, thus responding to constant changes caused by internal and external factors, and developments in own job area 4. Maintains a position at the leading edge of own professional/technical function, applying this effectively within the organisation 5. Considers own career development options periodically in conjunction with the supervisor/line manager; makes informed choices about possibilities and development needed 6. Keeps abreast of what colleagues in similar roles in other organisations are doing, networking and adopting ideas as appropriate 7. Has sufficient knowledge of broader context in which own professional/technical function is applied to perform effectively in own job area

SIGNED

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DATED

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