

JOB SUMMARY

Post Title	Lawyer (Civil & Employment)						
Job Family	<i>Business support</i>	Pay Range	12	Line Manager to others?	No	Role profile ref	BS12
Service Area	<i>Litigation & Property Team</i>						
Line Manager	<i>Principal Lawyer – Litigation & Property Team</i>						
Location	<i>Agile: working from home and Legal Services, County Hall, Newport, Isle of Wight</i>						

Job Purpose
 To undertake on behalf of the Council such advice and representation relating to Civil Litigation and Employment Law within the Litigation and Property Team and such other legal matters as may be allocated by the Principal Lawyer covering the wide range of work undertaken by the team.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- To advise on all aspects of the civil litigation and general debt recovery including attending and advocating on behalf of the council at county court
 - To advise on all aspects of employment law and general employment and human resources matters including attending and advocating on behalf of the council at employment tribunals
 - To personally represent and/or assist Counsel to represent the council (and other clients) before tribunals and courts.
 - To work with other team members and provide advice to the officers and teams across the council's directorates.
 - To achieve and maintain good working relationships with internal and external clients and other staff
 - To proactively implement such quality assurance and other systems as may apply to Legal Services specifically and more widely, the Council.
 - To advise on reports and governance arrangements and attend at such committees/meetings as required by the Principal Lawyer and to carry out such duties commensurate with the post as the Principal Lawyer or Strategic Manager of Legal Services may reasonably require.
 - To participate in special projects or working groups assigned by Principal Lawyer – Litigation & Property.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Significant and substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation.	<p><i>Significant experience of employment law practice.</i></p> <p><i>Able to demonstrate specialist knowledge of employment law and human resource matters with a proven track record in the management of claims</i></p> <p><i>Demonstrable specialist knowledge of civil litigation and general debt recovery</i></p>	x	

Authoritative knowledge of relevant policy, work practices, professional guidelines, legislation and a good understanding of emerging developments within the specialist area.		x	
Knowledge and experience of contributing to the development of policies, procedures, regulations and practices relevant to the role.		x	
Proven initiative and judgement to research, identify and resolve problems.		x	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.	<i>Able to manage own case load and provide informal supervision to junior officers</i> <i>Ability to work promptly under pressure, using initiative and adopting a proactive approach</i>	x	
Thorough knowledge of wider sector / external influences.		x	
Detailed operational knowledge of systems relevant to own area, in terms of functionality, capability and services available.		x	
Excellent interpersonal, persuasion, influencing and negotiating skills.	<i>Able to work constructively with officers at all levels, members of the public and other organisations</i> <i>Highly developed and proven communication and negotiation skills, and able to advocate on behalf of the council at county court</i> <i>Excellent presentation skills</i>	x	
Excellent planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Ability to understand and track record of appropriately prioritising court, tribunal and legislative deadlines</i>	x	
Experience of managing projects, which impact the area of specialism.	<i>Previous experience of contributing to or advising on significant projects or initiatives in a civil litigation or employment law capacity</i>		x
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	<i>Ability to use or learn to use service specific case management system to maintain files, records, time record and manage the service.</i> <i>Able to use standard office applications such as Word, Outlook, and Excel</i>	x	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard/experience in a relevant subject	<i>CILEX Level 6 Diploma in Law and Practice/ CILEX Advanced Paralegal or equivalent qualification or experience</i>	x	
Relevant professional / vocational qualification.	<i>Chartered Legal Executive, Barrister or Solicitor</i>	x	

Professional registration may be required.	<i>Maintain membership of relevant regulatory organisation (CILEX Regulation, Bar Standards Board, Solicitors Regulation Authority)</i>	x	
Other Requirements			
<i>May require relevant certifications including evidence of fluency in English language.</i>			
<i>To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed</i>			
<i>Commitment to ongoing CPD and learning</i>			
<i>Enthusiastic and able to self-motivate, but also work as part of a team</i>			
<i>Confident and articulate and able to take an independent view</i>			
<i>Able to work outside office hours if necessary</i>			
<i>Driving Licence and access to own vehicle is desirable</i>			