

# Kent County Council

## Job Description: Senior Lawyer – *Planning & Highways Team*

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<b>Directorate:</b>	<b>Chief Executives Department</b>
<b>Unit/Section:</b>	<b>Governance, Law &amp; Democracy</b>
<b>Grade:</b>	<b>KR 12</b>
<b>Responsible to:</b>	<b>Head of Planning &amp; Highways</b>

### **Purpose of the Job:**

Responsible for accomplishing Governance, Law and Democracy (“GLD”) departmental objectives by providing legal advice and assistance to members and officers including drafting all necessary legal documentation in respect of the specialisms of Planning & Highways

To support the Head of Planning & Highways (“HPH”) and Head of Legal Services in delivery of the Corporate Responsibilities.

### **Main duties and responsibilities:**

- To :
  - advise on all aspects of work within the specialisms of planning and highways including advice relating to planning applications, appeals, enforcement, public rights of ways and village greens
  - draft all necessary documentation required including s106 planning agreements and unilateral undertakings, planning appeal statements, s38 / s278 highways agreements, licenses and easements required to facilitate highways works, notices and orders.
- Act as one of the team’s experts in the specialisms, continually developing and maintaining specialist knowledge to provide expert advice and guidance to Members, senior managers, Council officers and colleagues.
- To attend meetings as the Council’s legal advisor and to represent GLD at meetings, working groups and external meetings as directed by the HPH; achieving and maintaining good working relationships with external and internal clients, fellow professionals and other team members.
- To work collaboratively and make proactive connections across GLD and the Council in order to ensure the Council receives appropriate and timely legal advice to enable the organisation to meet its strategic objectives.
- To assist the HPH with the commissioning of legal advice, in line with the principles of the Council’s internal commissioning framework, which both supports the required outcomes of the associated strategies and builds capacity and capability.

- To provide accurate and timely reports to the HPH as appropriate on delivery of commissioned legal advice.
- To accurately record time spent on transactional matters for the purposes of recharging this to the internal client or third party bill payer.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council  
 Person Specification: *Senior Lawyer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Solicitor / Legal Executive / Barrister with current practising certificate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial proven experience:           <ul style="list-style-type: none"> <li>○ of advising on planning law and undertaking transactional legal work including the drafting and negotiation of s106 agreements and advising on planning appeals</li> <li>and / or</li> <li>○ of advising on highways law and undertaking transactional legal work including the drafting and negotiation of s278 and s38 agreements and related land agreements</li> </ul> </li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet agreed deadlines.</li> <li>• Good IT skills including being able to use Microsoft Word &amp; Outlook effectively and ability to use a legal case management system.</li> <li>• Good team working skills.</li> <li>• Ability to work fast and under pressure, using initiative and adopting a proactive approach.</li> <li>• Excellent presentation and communication skills.</li> <li>• Ability to cultivate good working relationships with internal clients and other stakeholders.</li> <li>• Excellent research and drafting skills.</li> <li>• The ability to carry out legal research and to share any knowledge and expertise gained with fellow team members and clients as appropriate.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the relevant Specialisms.</li> <li>• Knowledge of complex matters of a high risk or high value nature</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A personable, approachable individual.</li> <li>• A supportive, collaborative and team working attitude.</li> <li>• Flexible and responsive to changing priorities.</li> </ul>
<b>Behaviours and Kent Values</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none"> <li>• Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</li> <li>• Curious - constantly learning and evolving</li> <li>• Compassionate and Inclusive - compassionate, understanding and respectful to all</li> <li>• Working Together - building and delivering for the best interests of Kent</li> <li>• Empowering - Our people take accountability for their decisions and actions</li> <li>• Externally Focused - Residents, families and communities at the heart of decision making</li> </ul>

# Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

## Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

## Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning

- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.