Kent County Council
Job Description: *Lawyer*

Directorate: **Chief Executive's Department**

Unit/Section: **Legal Services**

Grade: **KSI**

Responsible to: **Head of Group / Deputy Head of Law**

Purpose of the Job:

Responsible for accomplishing Legal Services departmental objectives by providing legal advice and assistance to the Council including drafting all necessary legal documentation in respect of the Specialism(s).

To support the relevant Head of Group / Deputy Head of Law ("HoG") and the Head of Law in delivery of the Corporate Responsibilities.

Main duties and responsibilities:

To:

- Advise on all aspects of work within one or more of the following specialisms:
    - Planning including advice relating to planning applications, appeals, enforcement.
    - Highways including advice relating to highways law, public rights of ways and village greens.
    - Property including advice relating to various property transactions.
    - Contracts and Commercial including advice related to works, services, concession and health related services contracts, public procurement and subsidy control.
    - Litigation including Judicial Reviews, discrimination claims, Human Rights Act claims, money claims, and debt recovery.
- Draft all necessary documentation required.
- 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.
- Attend meetings as the Council's legal advisor and to represent Legal Services at meetings, working groups and external meetings as directed by the HoG; achieving and maintaining good working relationships with external and internal clients, fellow professionals and other team members.
- Work collaboratively and make proactive connections across Legal Services and the Council in order to ensure the Council receives appropriate and timely legal advice to enable the organisation to meet its strategic objectives.

- Assist the HoG 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.

- Provide accurate and timely reports to the HoG as appropriate on delivery of commissioned legal advice.

- Accurately record time spent on transactional matters for the purpose of recharging this to the internal client or third party bill payer.

- Provide training to Instructing Officer(s) in relation to the Specialism.

- Contribute to and undertake all responsibilities in compliance with any quality systems/ procedures operating within the Legal Services team.

- Carry out such duties as may be required and are commensurate with the grade of the post and its role within the directorate and the council.

Footnote: This job description is provided to assist the job holder to know what their 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: *Lawyer*

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.

	CRITERIA
QUALIFICATIONS	• Qualified Solicitor / Legal Executive / Barrister with current practising certificate.
EXPERIENCE	• Substantial proven experience in one or more of the Specialisms.
SKILLS AND ABILITIES	• Ability to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet agreed deadlines. • Good IT skills including being able to use Microsoft Word & Outlook effectively and ability to use a legal case management system. • Good team working skills. • Ability to work fast and under pressure, using initiative and adopting a proactive approach. • Excellent presentation and communication skills. • Ability to cultivate good working relationships with internal clients and other stakeholders. • Excellent research and drafting skills. • The ability to carry out legal research and to share any knowledge and expertise gained with fellow team members and clients as appropriate.
KNOWLEDGE	• Knowledge of the relevant Specialisms. • Knowledge of complex matters of a high risk or high value nature
Personal Qualities	• A personable, approachable individual. • A supportive, collaborative and team working attitude. • Flexible and responsive to changing priorities.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving

	Compassionate and Inclusive - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making