

Directorate: Chief Executives Department
Unit/Section: Governance, Law & Democracy
Grade: KSI
Responsible to: Head of Planning & Highways

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, licences and easements required to facilitate highways works, notices, traffic regulation orders and stopping up applications
- To continually develop and maintain specialist knowledge to provide expert advice and guidance to 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: *Lawyer – Planning & Highways Team*

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.

Qualifications	<ul style="list-style-type: none">• Qualified Solicitor / Legal Executive / Barrister with current practicing certificate.• Proven PQE (PQE is provided for guidance only)
Experience	<ul style="list-style-type: none">• Experience of advising on planning law and / or highways law undertaking transactional legal work including the drafting and negotiation of planning and / or highways agreements and providing legal advice.or• Experience in related areas including property or local government law with a desire and willingness to develop skills in a new area of law
Skills and Abilities	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Knowledge of the relevant Specialisms.
Personal Qualities	<p>A personable, approachable individual.</p> <p>A supportive, collaborative and team working attitude.</p>

	Flexible and responsive to changing priorities.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <ul style="list-style-type: none"> • 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