

LEGAL OFFICER – CHIEF EXECUTIVE'S DEPARTMENT

Grade: Principal Office, SCP 40 – 46 (£45,376 - £52,525)

Our Legal Officer is a new role and we are looking for a qualified and experienced Advocate. The range of legal work we can offer is exciting, from supporting housing, planning and service contracts with the provision of comprehensive legal advice and guidance to taking the lead on litigation matters. This position also offers an amazing career opportunity with a diverse, challenging legal workload plus advising in a political environment working collaboratively with Members and Senior Officers. A good knowledge of local government would be an advantage.

For the right person, this is a role that could offer responsibility, whilst the Council provides you with encouragement and development to ensure we continue to deliver outstanding service levels.

If you are ambitious, dedicated and efficient in delivering excellent service and can embrace the challenges and opportunities presented then we would like to hear from you. In return, we can offer you a tremendous opportunity in local government and an interesting but demanding role in a friendly and supportive environment.

If you wish to discuss the role, please contact Kathy Rice, Chief Executive, on (01624) 696456

An application pack for the above vacancy can be obtained from Human Resources (01624) 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library, Douglas. The closing date for the receipt of completed application is 5.00 pm, on Wednesday, 21st November 2018.

**K J RICE, CHIEF EXECUTIVE, CHIEF EXECUTIVE'S DEPARTMENT
TOWN HALL, RIDGEWAY STREET, DOUGLAS, ISLE OF MAN, IM99 1AD**

DOUGLAS BOROUGH COUNCIL – JOB EVALUATION SCHEME

JOB DESCRIPTION

DEPARTMENT	Chief Executive's
SUB-SECTION	
DESIGNATION	Legal Officer
REPORTS TO	Chief Executive
DURATION	Permanent
Grade	P.O. Grade, SCP 40 – 46 (£45,376 - £52,525)
HOURS OF DUTY:	Monday – Friday (37 hours per week) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)

MAIN PURPOSE OF THE JOB

Be accountable to the Chief Executive for the provision of a cost-effective and efficient legal service. Provide professional advice on all legal matters across the range of Council functions which includes civil and criminal litigation, housing, property, regulatory, contract, environmental and other contentious and non-contentious work.

Undertake as required legal work on behalf of the Council. Represent the Council in legal proceedings, negotiations and generally in its relations with outside bodies and the public.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Undertake legal matters including the preparation and conduct of litigation (including prosecutions), including consideration of evidence, preparation of Court papers, preparation of witness statements and / or affidavits and advising instructing parties on the case generally.
2. Negotiate and draft legal documentation as required.
3. Prepare correspondence, reports, contractual and other legal documentation as required.
4. Attend as the Council's representative in presenting and defending cases at the Magistrates' Court and High Court and at other Tribunals, inquiries and proceedings as appropriate.
5. Assist in the provision of legal advice and assistance in relation to the appropriate discharge of the Council's functions, Committees, Elected Members and Officers. Advise other bodies and partnerships and attend meetings as required.
6. Interpret and convey information using a range of styles appropriate to the audience both orally and in writing.

7. Liaise internally with managers and staff at all levels for the purpose of taking instructions and advising on legal consequences of a course of action. Advise and support senior officers in the effective and timely delivery of work.
8. Undertake conveyancing work in respect of land matters, commercial properties, disposals, legal charges and easements, as required.
9. Carry out legal research, analysis and solve legal issues in relation to all functions.
10. Deal with enquiries from other Sections or Departments, outside agencies, members of the public, relating to legal aspects of the Council's functions.
11. Assist and co-operate with the Democratic Services Team and provide cover and support as required.
12. Attend Committee meeting as required and advise on legal issues.
13. Maintain an up-to-date knowledge of relevant legal issues and legal practice management matters.
14. Monitor and interpret relevant legislation, regulations, case law, directives, circulars and other appropriate sources of information and provide advice in relation thereto.
15. Review new legislation, forecast the impact on the Council and develop policy and procedures accordingly to ensure statutory obligations are met.
16. Maintain a knowledge and understanding of the law affecting local government; the political nature of local government; the democratic process in the legal framework in which local authorities operate.
17. Obtain advocates / counsels advice and / or secure their appearance in proceedings on behalf of the Council as required.
18. Assist with ensuring the Council complies with Data Protection legislation and the Freedom of Information (FOI) Act.
19. Comply with the requirements of The Law Society and adhere to the principals of practising standards.
20. Contribute to, and if required, lead corporate projects, working parties or management initiatives as may be assigned by the Chief Executive.
21. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
22. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
23. Assist the Chief Executive Officer with personnel, legal, governance and corporate matters as required.
24. Responsible for the health and safety of the staff of the Section and for the safety of the public and other staff who come into contact with any aspect of the duties being undertaken.

25. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
26. Such other duties within a similar level of responsibility as may from time to time be required by the Chief Executive.

SELECTION CRITERIA

ESSENTIAL

1. Qualified Manx advocate plus Member of the Isle of Man Law Society, with at least 3 years' post qualification experience.
2. Substantial advocacy experience.
3. Legal research and analysis skills.
4. Substantial knowledge of litigation and court procedures, both civil and criminal.
5. Ability to handle multiple legal matters simultaneously and provide advice.
6. Excellent communication skills with well-developed interpersonal skills.
7. Discretion, tact and resourcefulness.
8. Influencing, negotiation and advising skills.
9. Resilient and perceptive.
10. Ability to gain credibility, inspire confidence and build relationships at all levels.
11. Drafting of legal documents and report writing skills.
12. Flexible approach to working hours.
13. Self-motivated, innovative and capable of working under pressure.
14. IT Literate.

DESIRABLE

1. Knowledge and understanding of local government law practices, particularly as applied within a Legal Practice.
 2. Experience of working in a local government legal environment.
 3. Knowledge and experience of Data Protection and Freedom of Information
 4. Political sensitivity
-

PERSON SPECIFICATION – LEGAL OFFICER

CRITERIA: E – Essential / D – Desirable **METHOD OF IDENTIFICATION** A – Application Form / CV – Curriculum Vitae / I – Interview

QUALIFICATIONS:

Qualified Manx Advocate and a Member of the Isle of Man Law Society

E

A / CV

EXPERIENCE:

- At least 3 years' post qualification experience in the Isle of Man
- Undertaking legal research and analysis of complex legal matters
- Knowledge and understanding of local government law practices
- Substantial knowledge of litigation and court procedures (civil and criminal)
- Substantial advocacy experience
- Good understanding and interpretation of Data Protection Act and Freedom of Information Act
- Experience of working in a local government legal environment
- Political sensitivity

E

A/CV/I

E

A/CV/I

E

A/CV/I

E

A/CV/I

E

A/CV/I

D

A/CV/I

D

A/CV/I

D

A/CV/I

KNOWLEDGE & SKILLS:

- Ability to draft legal documents and Report Writing Skills
- Evidence of continued professional development (CPD)
- Ability to develop initiatives and deliver results
- Ability to handle multiple legal matters simultaneously and to provide advice
- Excellent communication skills with well-developed interpersonal skills
- Discretion, tact and resourcefulness
- Computer literate with keyboard skills

E

A/CV/I

E

A/CV/I

E

A/CV/I

E

I

E

I

E

I

E

I

WORKING TOGETHER:

- Influencing, negotiating and advising skills
- Ability to gain credibility, inspire confidence and build relationships at all levels
- Self-motivated, innovative and capable of working under pressure
- Ability to work as part of a team and independently

E

I

E

I

E

I

E

I

DISPOSITION:

- Confident and highly credible
- Resilient and perceptive
- Ability to work to deadlines and under pressure

E

A/I

E

A/I

E

A/I