

<b>Job Title</b>	Principal Lawyer - Planning and Litigation		
<b>Job Number</b>		<b>Preparation date</b>	January 2019
<b>Grade (if known)</b>	9 (K-plan)	<b>Revision date</b>	
<b>Directorate</b>	Law and Governance		
<b>Business Unit /Section</b>	Legal Services		
<b>Responsible to (job title)</b>	Team Leader – Planning and Litigation		
<b>Responsible for total number of direct reports</b>	0	<b>Responsible for total number of staff managed</b>	0
<b>Main purpose of job</b>			
<ol style="list-style-type: none"> <li>To provide legal services to the council in routine and non-routine cases where substantial legal knowledge skills and experience are required.</li> </ol>			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>To provide legal advice to the council via (inter alia) the council's Committees, the council's senior managers and council officers.</li> <li>To carry out advocacy if necessary on the council's behalf at all courts and tribunals at which employed solicitors are entitled to be heard.</li> <li>To protect and promote the council's interests in the course of all advice, drafting, negotiations and advocacy; and to ensure that all deadlines are met and all procedures followed correctly.</li> <li>To assist in ensuring that Information and Communication Technology ("ICT") is used to the best effect in the economic and efficient delivery of legal services to the council.</li> </ol>			
<b>Key tasks</b>			
<ol style="list-style-type: none"> <li>The Postholder will deal with all such areas of law as may from time to time be allocated to the Postholder by the Legal Services Manager and/or the Planning and Litigation Team Leader (although the primary focus of this post relates to Planning and Litigation).</li> <li>To attend such committees, panels, working parties and other fora (as may from time to time be allocated by the Legal Services Manager and/or the Planning and Litigation Team Leader for the purposes of offering legal advice or taking instruction.</li> <li>To draft all such legal documentation as may from time to time be required.</li> <li>To provide (or secure) advocacy at courts and tribunals.</li> <li>To generally assist the Legal Services Manager and/or the Planning and Litigation Team Leader and to attend all such meetings and carry out such work as may be necessary in their absence.</li> <li>To assist the Legal Services Manager and/or the Planning and Litigation Team Leader in development of ICT within the Legal Services Practice; and to recognise the need for change and to adapt appropriately.</li> </ol>			

7. To carry out all such other legal and quasi legal tasks that may from time to time be allocated by the Legal Services Manager and/or the Planning and Litigation Team Leader.
8. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

<b>Essential User</b>	No
<b>Special features and/or equipment</b> (anything 'out of the norm')	<ol style="list-style-type: none"> <li>1. We need to strive towards ensuring that staff are available in Legal Services between 08:30 hours and 17:30 hours; accordingly the Postholder must liaise with colleagues throughout Legal and with a view towards achieving this.</li> <li>2. As is commensurate with the work of a solicitor, urgent tasks may need to be completed outside normal working hours. Committee and working party meetings etc are also usually held outside normal working hours.</li> <li>3. When representing the council at Court or before another tribunal, the Postholder will be expected to exercise such initiative and discretion as to protect and promote the council's interests.</li> <li>4. (a) Legal Services has an entirely "can-do" ethos and (whilst always ensuring that Clients and the council act lawfully) Clients must always be assisted in achieving their aims and objectives.  (b) In the event that a Client's proposed way forward is not practicable, then alternatives to achieve the same ends should be proactively provided and suggested.</li> </ol>

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*