

Bromsgrove District Council and Redditch Borough Council

Job Description and Person Specification

Job Title: Civil Litigation Lawyer

Directorate: Legal Equalities and Democratic Services

Grade: 8

Responsible to: Principal Solicitor (Governance)

Purpose of the Service: To provide legal advice and assistance, and representation to client departments and partner organisations.

Purpose of the Role: To provide legal advice and assistance to client departments and partner organisations in relation to civil litigation matters.

To represent the Council or partner organisations in civil proceedings.

Advice and Assistance and support to client departments relating to, but not limited to:

- Civil proceedings taken by or against the Council.
- Claims brought against the Council ie housing disrepair.
- Property litigation ie encroachment action, civil remedies available relating to property owned by the Council.
- Available enforcement powers and responsibilities under the Anti-Social Behaviour, Crime and Policing Act 2014.
- General civil enforcement powers ie injunction, eviction
- Appeals against Statutory Notices.

Main Duties and Responsibilities

The duties and responsibilities outlined above are intended to be an indication of the scope and nature of the post and are subject to review from time to time

Role Principles

The post holder will be required to establish and maintain good working relationships with client officers and Council staff up to and including the Chief Executive. The position will require regular contact with elected Members of Bromsgrove District and Redditch Borough Councils. Political sensitivity and discretion are essential.

General Duties

- To ensure efficiency, effectiveness and equality in service delivery.
- To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
- To reflect the Council's core values and objectives in undertaking the duties of this post.
- To ensure outstanding customer service to all customers, colleagues, elected Members etc in line with the Council's Customer Service Strategy.
- To understand and comply with the legal requirements of the Health and Safety at Work Act 1974 and any other relevant regulations as detailed in the Council's Health and Safety Policy Statement.
- To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To undertake such other reasonable duties as may be requested.
- To ensure that the Councils 6 strategic purposes are met:
 - ❖ Keep my place safe and looking good
 - ❖ Help me run a successful business
 - ❖ Help me (back) to be financially independent
 - ❖ Help me live my life independently
 - ❖ Help me find somewhere to live in my locality
 - ❖ Provide good things for me to do, see, visit

Person Specification

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

- 1 – Application form
- 2 – Interview
- 3 – Exercise (eg psychometric, case study, presentation etc)
- 4 – Evidence (eg certificate, membership card, course registration etc)

Knowledge and Experience

	Knowledge and Experience	Essential / Desirable	To Be Assessed By
1.	<p>Knowledge and experience in civil proceedings both on behalf of and against the council.</p> <p>Knowledge and experience in civil enforcement powers ie injunctions, powers under the Anti-Social Behaviour and Crime Policing Act.</p> <p>Knowledge and experience in property litigation ie encroachment</p> <p>Ability to interpret and apply relevant legislation and policy</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Application form/interview/test
2.	Experience in advocacy in civil court proceedings	E	Application form/interview
3.	Ability to communicate effectively orally and in writing	E	Application form/interview
4.	Ability to work on own initiative and as a team member under pressure and adhere to statutory time limits	E	Application form/interview

Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
1.	Qualified Solicitor, Barrister or Fellow of the Institute of Legal Executives with a minimum of 3	E	Application Form/Interview

	years post qualification experience		
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Work Related Circumstances

1.	Attendance at occasional evening Committee meetings	E	Interview
2.	Willingness to work flexibly between Redditch Town Hall and Parkside, Bromsgrove	E	Interview/Form

Job Specific Skills, Behaviours and Personal Attributes

	Job Specific Skills, Behaviours and Personal Attributes	Essential / Desirable	To Be Assessed By
1.	Ability to communicate effectively with both internal and external customers	E	Application Form/Interview
2.	Willingness to take ownership of professional development	E	Application Form/Interview
3.	A commitment to a high quality customer focussed service	E	Application Form/Interview
4.	Familiarity with and ability to use MS Word and other software packages with minimal support	E	Application Form/Interview

Other

1..	Ability to travel independently between Bromsgrove and Redditch and across the County and Birmingham as required	E	Application Form/Interview
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